

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Pawtucket Housing Authority

PHA Number: R.I. 002

PHA Fiscal Year Beginning: April 1, 2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☒ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☒ PHA local offices
- ☒ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library
- ☐ PHA website
- ☐ Other (list below)
Pawtucket Planning and Redevelopment Agency

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☒ The PHA's mission is: (state mission here)

The mission of the Pawtucket Housing Authority is to provide safe, decent and affordable housing and to establish programs that will educate, enhance and empower the lives of all the people in the community we serve.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

☐ PHA Goal: Expand the supply of assisted housing

Objectives:

☒ Apply for additional rental vouchers:

☒ Reduce public housing vacancies:

☒ Leverage private or other public funds to create additional housing opportunities:

Acquire or build units or developments

Other (list below)

☐ PHA Goal: Improve the quality of assisted housing

Objectives:

☒ Improve public housing management: (PHAS score)

☒ Improve voucher management: (SEMAP score)

- ☒ Increase customer satisfaction:
Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
Renovate or modernize public housing units:
- ☒ Demolish or dispose of obsolete public housing:
- ☒ Provide replacement public housing:
- ☒ Provide replacement vouchers:
- Other: (list below)

☐ PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- ☒ Conduct outreach efforts to potential voucher landlords
Increase voucher payment standards
- ☒ Implement voucher homeownership program:
- ☒ Implement public housing or other homeownership programs:
Implement public housing site-based waiting lists:
Convert public housing to vouchers:
Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

☐ PHA Goal: Provide an improved living environment

Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements:
Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☐ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:

- ☒ Provide or attract supportive services to improve assistance recipients' employability:
 - ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☐ PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
Other: (list below)

Other PHA Goals and Objectives: (list below)

Goals are listed below.

Administration

Pawtucket Housing Authority			
Goal: To Access Management Improvements			
OBJECTIVE: To Restructure the Pawtucket Housing Authority's Management Organizational Table.			
TASK	PERSON RESPONSIBLE	ESTIMATED DATE OF COMPLETION	ACTIVITY INDICATOR
1. To hire additional staff to assist in the day-to-day operations and social services programming of the housing authority.	Executive Director	4/2001	Positions Advertised
2. To establish a position which addresses procurement inventory control	Executive Director	4/2001	Position Advertised
3. To review security issues and to hire a Director of Security to address those issues.	Executive Director	4/2001	Position Advertised
4. To consider establishing and affordable housing, non-profit corporation, whose main mission is parallel with that of the Pawtucket Housing Authority	Executive Director Attorney	12/2001	Non-profit Agency
5. To establish new positions or to restructure existing job descriptions for organizational improvements.	Executive Director	On-going	Documented Computer Training
6. To identify the computer training needs of staff and to make available training that matches staff needs.	Executive Director	On-going	Documented Computer Training

Finance and Accounting

Pawtucket Housing Authority			
Goal: To Continue To Maximize Retained Earnings			
Objective: To Attempt To Solicit Third Party Funds To Offset Operating Costs.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. To annually up-date the Pawtucket Housing Authority's investment policy.	Director of Finance	Completed and on-going	Investment Policy 2002
2. To improve monthly, finance reporting indicating the PHA's financial condition according to generally accepted accounting principals.	Director of Finance	Completed by 12/2000 and continuing throughout FY2002	Monthly, Quarterly and Annual Reporting
3. To ensure that operating ratio continue at maximum FAAS levels.	Director of Finance	Completed 3/31/200 and on-going	System
4. To ensure that the average interest rate earned on investments for a three-month period are comparative to the average three-month treasury bill rate.	Director of Finance	Completed 9/96 and on-going	Investment Report 28.3/30@3/31/2000
5. To determine costs that can be offset by third-party resources.	Director of Finance	On-going	Costs have been identified and properly charged to Section 8, Modernization and other programs.
6. To apply for funds from other sources: <ul style="list-style-type: none"> • CIAP • Development • Section 8 • HUD • State • City • Private Organizations 	Grant Consultant Finance Director Modernization	On-going	Grant Applications
7. To monitor expenditures	Finance Director	On-Going	Expenditures are to be

			monitored monthly. Reports are to be generated and submitted to the Director and Commissioners on a monthly basis. Variances are to be identified and recommendations made to correct and adjust differences.
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Pawtucket Housing Authority			
Goal: To Develop a written budget preparation, administration and control procedure according to Generally Accepted Accounting Principals			
Objective: To better document and monitor budgeted expenditures as they compare to actual costs.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1 To compare the variance between budget and actual expenditure, per quarter in the following categories <ul style="list-style-type: none"> • Administrative Costs • Maintenance Salaries • Maintenance Materials • Contract Costs • Extraordinary Maintenance 	Director of Finance	Completed 7/93 and on-going	Comparison Report (to be found in the PHA's Financial Quarterly Report.)
2. To compare the variance between budget and actual expenditures per quarter in the following categories: <ul style="list-style-type: none"> • Rental income • Investment Income 	Director of Finance	Completed 7/93 and on-going	Comparison Report (to be found in the PHA's Financial Quarterly Report.)

<ul style="list-style-type: none"> Excessive Utilities 			
3. To establish a up to date budget preparation and control procedures.	Director of Finance	Completed 12/93 and on-going	Budget Preparation and Control Procedure Manuel
4. To ensure that semi-annual and annual financial statements have been issued within 45 days of the end of the period.	Director of Finance	Completed 5/90 and on-going	Semi-Annual and Annual Financial Statement
5. To ensure that the PHA has documented accounting procedures.	Director of Finance	Completed 7/93 and on-going	Account Procedures Policy
6. To convert all account records to GAAP standards	Director of Finance	Completed	Documentation of Account Records as they relate to GAAP standards
7. To up-grade a system for tracking modernization expenditures.	Director of Finance	12/2001	New Software Program and Installation Utilization of Program

Pawtucket Housing Authority			
Goal: Information Management			
Objective: To ensure that documented budgetary information is available to assist the Executive Director and Board Members to develop/determine future policy decisions.			
Task	Person Responsible	Estimated Date of Completion	Activity Indicator
1. To ensure that the PHA has a system of receiving and disseminating information for all major function areas.	Director of Finance	Completed 7/93 and on-going	Information Documented
2. To analyze information to use it in making managerial and policy decision	Director of Finance	Completed 7/93 and on-going	Information Properly Documented and Analyzed.
3. To determine and document informational needs.	Director of Finance	Completed 3/94 and on-going	Informational Needs Documented
4. To coordinate	Director of Finance	Completed 3/94 and	MIS System in Place

automated and manual MIS system		on-going	
5. To ensure that the PHA has a MIS production schedule and to summarize reports	Director of Finance	3/2001	Production Schedule Reports Summarized
6. To design and implement automated materials/fixed asset inventory control system	Director of Finance	9/2001	Automated Materials/Fixed Assets Inventory Control System.

Section 8 Rental Housing

Pawtucket Housing Authority			
Goal: To consolidate the Section 8 Certificate and Housing Voucher Programs			
Objective: To provide a uniform Section 8 Tenant-Based Program: Housing Choice Voucher			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. To revise administrative plan to incorporate new HC voucher program.	Chief of Rental Assistance	Completed 11/30/99	Revised Administrative Plan
2. To revise tenant and landlord handbooks and informational literature.	Chief of Rental Assistance	Completed 11/30/99	Revised Tenant Landlord Handbook
3. To inform landlords and residents of new program and regulation changes.	Chief of Rental Assistance	Completed 4/1/00	Information Distribution
4. To offer new HC Voucher program to owners and residents at least 120 days prior to lease renewal.	Chief of Rental Assistance	10/01/01	HC Voucher Program
5. To Track the conversion of Certificate and Voucher participants to new HC Voucher program for utilization and funding purposes	Chief of Rental Assistance	On-going	Tracking System

Pawtucket Housing Authority			
Goal: To improve Participant mobility patterns to high-poverty areas			
Objective: To reduce the number of Section 8 participants living in High-Poverty areas (deconcentration)			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
Outreach to Owners: 1. Monitor and check newspaper of available units in low-poverty areas.	Chief of Rental Assistance	On-Going	Daily Search
2. To send letter to current owners with units in low-poverty areas.	Chief of Rental Assistance	4/1/2001	Document Letters Sent
3. To send letter to owners of multi-family units in low-poverty and poverty areas.	Chief of Rental Assistance	7/1/2001	Document Letters Sent
4. To advertise in local newspaper to attract more participating landlords who may have units in low-poverty areas.	Chief of Rental Assistance	10/1/2001	Advertisement Documented

Pawtucket Housing Authority			
Goal: To Implement a Section 8 Homeownership Program			
Objective: To Assist Participants in purchasing a home in their strive to become self-sufficient			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. Establish guidelines and criteria for a Section 8 Homeownership	Chief of Rental Assistance	2/01/2002	Write policy/guidelines
2. Amend Administrative Plan to include Homeownership Program requirements. (BOC approval)	Chief of Rental Assistance	05/01/2002	Administrative Plan/BOC Resolution
3. Implement Program	Chief of Rental Assistance	07/01/2002	Document notices

4. Track and monitor program compliance and determine success rate.	Chief of Rental Assistance	On-going	Tracking System
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Pawtucket Housing Authority			
Goal: FY 2000 HC Voucher Incremental Funding Program			
Objective: To issue vouchers to qualified applicants and lease-up new participants under the new fair share incremental funding received.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. The PHA will comply with the Fair Share NOFA dated 03/20/00 in issuing the HC Vouchers.	Chief of Rental Assistance		Write policy/guidelines
2. The PHA will follow selection criteria outlined in its Administrative Plan in issuing the HC Vouchers.	Application Manager	On-going	Send out verification forms to determine final eligibility
3. Brief families about the Section 8 Program as outlined in the Administrative Plan.	Program Representative	On-going	Oral briefing and information packet
4. Perform HQS once a Request for Lease Approval has been submitted.	Housing Inspector	On-going	Form HUD-52580-A
6. Execute HAP Contract and approve lease once unit passes the HQS inspection and rent has been determined reasonable.	Program Representative/Chief of Rental Assistance	On-going	Form HUD-52641
7. Track and monitor lease-up rate.	Chief of Rental Assistance	On-going	Tracking System

Housing Management

Pawtucket Housing Authority
Goals: To achieve a 97% occupancy rate for all developments within 5 years
Objective: To increase occupancy percentage by 2% each year

Task	Person Responsible	Estimated Completion Date	Activity Indicator
1. Prepare and review weekly vacancy reports	Director of Housing Development Managers	On-going	Reports
2. Report vacancy rate on monthly basis to Executive Director and BOC	Director of Housing Development Managers	On-going	Monthly BOC meeting
3. Meet on occupancy rate with Development Managers, Tenant Selector and Maintenance Superintendent.	Director of Housing	On-going	Monthly meeting reports
4. Implement corrective action to increase occupancy rate	Director of Housing	On-going	Evaluations

Pawtucket Housing Authority			
Goal: To improve the average vacancy days per unit to 30 days			
Objective: To increase rental income and reduce the total vacancy days			
Task	Person Responsible	Estimated Date of Completion	Activity Indicator
1. To review the turnaround time of vacant apartment.	Director of Housing Development Manager	On-going	Monthly Reports
2. Revise lease to increase residents' intent to vacate to 30 days.	Director of Housing	04/2001	Lease
3. Inspect units prior to and just after moveout to determine repairs	Development Manager Lead Maintenance Mechanic	On-going	Reports
4. Notify Tenant Selector of intent to vacate notice and Maintenance Staff	Development Manager	On-going	Reports
5. To evaluate effectiveness	Director of Housing	Quarterly	Review of Turnaround reports
6. To maintain a bank for each bedroom size of verified applicants	Tenant Selector	On-going	List of verified applicants
7. To implement necessary marketing plan to correct deficiencies	Director of Housing	07/2001 and on-going	To implement marketing plan

Pawtucket Housing Authority

Goal: Deconcentration of Poverty			
Objective: To increase the number of working families in Public Housing			
Task	Person Responsible	Estimated Date of Completion	Activity Indicator
1. To review ceiling rents based on a recent Section 8 Rent Reasonableness Study	Executive Director Director of Housing	01/2000 Completed	Review study
2. Establish flat rents schedule	Director of Housing BOC	01/2000 Completed	New policy implemented
3. Analysis of current residents' income levels	Director of Housing	01/2000 Completed	Review current residents' demographics
4. Analysis of annual income of new move-ins f/y 2001	Director of Housing	Quarterly	Move-in reports
5. Selection of applicants based on annual income analysis	Tenant Selector	04/2000 and on-going	Waiting lists

Pawtucket Housing Authority			
Goal: To maintain a safe and secure environment			
Objective: To develop a coordinated security program for all PHA developments			
Tasks	Person Responsible	Estimated Date of Completion	Activity Indicator
1. To appoint a Security Coordinator (Consultant)	Executive Director	10/99 completed	Contract signed
2. To perform a security assessment of the PHA developments	Security Consultant	03/2000 completed	Quarterly reports
3. To meet with local law enforcement officials including officers assigned to PHA	Security Manager	3/2000 completed	Quarterly reports
4. To write a security assessment report with recommendations from the Executive Director	Security Consultant	8/2000 completed	Report
5. To seek funds for implementation	Executive Director Grant Consultant	09/2000	On-going
6. Appoint a Security Manager	Executive Director	1/2/2001	Appointment Made
7. Monitor Performance	Security Manager	On-going	Weekly reports
8. Crime Prevention Programs	Security Manager Resident Service Coordinator	On-going	Annual Report

Resident Services

Pawtucket Housing Authority			
Goals: To develop a five-year comprehensive drug-elimination plan that will document available social and community services and address the need for additional services on-site.			
Objective: To ensure that existing services in the community are fully available to its residents and to secure additional services that are not available. To increase resident participation in on-site programs by 25%.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. To develop a Five-Year Comprehensive Needs Assessment Plan for Social Services. <ul style="list-style-type: none"> • Gather existing area resources • Include updated socio-economic profile • Conduct HUD's PHDEP Survey • Analyze Comprehensive Social Service needs by establishing goals, standards and objectives for programs serving the residents. 	Director of Resident Services	<div>12//2001</div> <div>On Going</div>	<div>Social Service Packet</div> <div>Profile of Residents</div> <div>PHDEP Survey</div>
2. To adopt a Comprehensive Improvement Plan that identifies and addresses resident needs.	Executive Director Board of Directors	12/2001	Annual Social Services Plan
3. To contact on-site community centers and establish common goals and objectives to meet resident needs.	Director of Resident Services	On-going	Annual Social Services Plan

4. Establish an organizational chart, which addresses resident social service needs and priorities of programming..	Executive Director Director of Resident Services	12/2001	Prepared Organizational Chart
5. To maintain a monitoring system to assist in evaluating resident programming.	Director of Resident Services	On-going	Monitoring System Updated and Adopted
6 To hire 2 resident service coordinators for the family developments.	Executive Director	12/2001	2 Service Coordinators
7. To secure additional operating funds through grants for needed on-site social services.	Grant Consultant Director of Resident Services	On-going	Grant Proposals

Pawtucket Housing Authority			
Goals: To develop programs which will assist the residents in the family developments to achieve their independence from the social welfare system.			
Objective: To coordinate employment/job training and child care opportunities at the Pawtucket Housing Authority			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. To contract out to a local community service volunteer organization in order to address community service requirements.	Executive Director Grants Manager	4/2001	Volunteer Community Service Coordination
2. To establish a communications network between residents and employers for job opportunities.	Grants Manager Living Skills Coordinator	On-Going	Employment Services
3. To contact local social service agencies to develop goals and objectives which are in congruence with the PHA's plan for promoting programs which focus on residents becoming self sufficient	Grants Manager Living Skills Coordinator	4/2001	Annual Plan
4. To contact the Department of Welfare and other governmental agencies to help	Grants Manager Living Skills Coordinator	4/2001	Annual Plan

individual residents “get off the Welfare Systeem.”			
5. To develop a community volunteer program (to coordinate with the Vista/Action Program), in order to assist residents to fulfill the requirement of the Quality Work Housing Responsibility Act of 1998. Residents that are not involved in the FSS program must perform eight hours of community service each month.	Grants Manager Living Skills Coordinator Contracted Social Service Agency	4/2001	Organized Volunteer Program and/or Vista Volunteer/Action Program
6. To continue to provide on-site ESL, GED and computer training for adults and youth.	Grants Manager Living Skills Coordinator Grant Consultant	Annually	Programs Funded

Pawtucket Housing Authority			
Goals: To reduce the spread of substance abuse			
Objective: To establish a coordinated social service program at the family developments that focuses on substances abuse prevention.			
Task	Person Responsible	Estimated Date of Completion	Activity Indicator
1. To contact on-site community centers in order to coordinate schedules to implement substance abuse programs	Grants Manager	On Going	Employment Services
2. To identify PHDEP grant fund allocated for substance abuse prevention programs and to work with on-site community centers to best utilize such funds.	Grants Manager	Annually	Annual Plan
3. To identify and apply to local, state and federal funding sources for drug prevention programs.	Grant Consultant	On-going	Grant Applications
4. To develop educational/recreational	Grants Manager Contracted Social	On-going	Programs Developed

programs that focus on personal development, self-esteem and spirit of cooperation.	Service Agency Resident Service Coordinator		
5. To develop and implement prevention programs that “teach and reach” youth in the developments. Educational development: substance abuse prevention, AIDS education and school dropout prevention.	Grants Manager Future Contracted Agency Resident Service Coordinator	6/2001	Programs Developed
6. To develop and implement prevention programs which address professional and social development by stimulating career goals and integrating PHA youth into the society harmoniously (internships).	Grants Manager Living Skills Coordinator Resident Service Coordinator Contracted Social Service Agency	June – July School Vacation	Programs Developed
7. To research funding opportunities for community living programs.	Grants Manager Living Skills Coordinator	On-going	Programs Developed
8. To cultivate pride for the appearance of our developments, develop an incentive program for the children who actively work to reduce litter graffiti and who report vandalism.	Grants Manager Grant Consultant FSS Coordinator Resident Service Coordinator	On-going	Programs Developed
9. To develop parenting skills/strengthen families.	Grants Manager Contracted Social Service Agency	3/2001	Programs Developed

Pawtucket Housing Authority			
GOAL: TO ESTABLISH A COORDINATED SOCIAL SERVICES PROGRAM IN ORDER TO ASSIST THE ELDERLY/HANDICAPPED POPULATION AS THEY AGE IN PLACE.			
OBJECTIVE: TO IMPROVE THE QUALITY OF LIFE FOR ELDERLY/HANDICAPPED RESIDENTS LIVING IN PAWTUCKET HOUSING AUTHORITY'S PUBLIC HOUSING DEVELOPMENTS.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. To continue to monitor and analyze functions that are performed by on-site service coordinators.	Grants Manager	Monthly	Monthly Monitoring Reports
2. To continue to seek money to maintain the two service coordinators positions that are currently in-place.	Grants Manager Grant Consultant	Annually	Grant Application
3. To explore Assisted Living opportunities.	Grants Manager Director of Modernization Grant Consultant	June, 2002	Assisted Housing Plan Grant Application
4. To continue to expand on-site services for the Senior/Handicapped population.	Grants Manager Resident Service Coordinator	On-going	Programs Developed
5. To assist the elderly/handicapped population to better access health care services and opportunities.	Grants Manager Resident Service Coordinator	On-going	Programs Developed

Modernization and Development

Pawtucket Housing Authority			
GOAL: TO MEET THE MODERNIZATION OBJECTIVES OF THE EXISTING COMPREHENSIVE MODERNIZATION PLAN AND THE CAPITAL FUNDS PROGRAM.			
OBJECTIVE: TO ADDRESS THE MOST URGENT MANAGEMENT NEEDS IDENTIFIED BY THE RESIDENTS, STAFF AND BOARD OF DIRECTORS.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. To ensure that the goals established in the Annual Statement are met.	Modernization Coordinator	3 years from grant approval	Percentage of funds obligated and expended
2. To ensure that Modernization Budgets are kept current to reflect changes in Authority requirements.	Modernization Coordinator	September 30 th of each year	Submit annual Performance & Evaluation Report
3. To explore alternatives for creating less density and more diversity in developments and replace obsolete housing.	Modernization Coordinator and Consultants	6/ 2001	Develop a Master Plan for the Capital Needs of all Authority Developments
4. To research funding opportunities for physical improvements.	Grant Coordinator/Planner	6/ 2001	Compile list of available grant/funding sources
5. To explore the possibility of making Assisted Housing units available to our handicapped and elderly residents.	Executive Director Modernization Coordinator Grant Coordinator	9/ 2001	Prepare preliminary reports and action plan
6. To ensure that resident and community needs are met when modernization work is undertaken.	Modernization Coordinator	November 15 th of each year	Conduct meetings with residents and public hearings to receive community input.

Pawtucket Housing Authority			
GOAL TO MEET THE MODERNIZATION OBJECTIVES OF THE EXISTING COMPREHENSIVE MODERNIZATION PLAN AND THE CAPITAL FUNDS PROGRAM.			
OBJECTIVE: TO ADDRESS THE MOST URGENT PHYSICAL NEEDS IDENTIFIED BY THE RESIDENTS, STAFF AND BOARD OF DIRECTORS.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. To keep current of the physical needs of each development.	Modernization Coordinator	June 30 th of each year	Complete a Physical Needs Assessment for each development.
2. To ensure that Development Management and Maintenance needs are taken into consideration when making modernization plans.	Modernization Coordinator Modernization Assistant	6/ 2001	Develop policy and procedures to ensure the continued and required involvement of these areas in the planning process.
3. To ensure that Modernization records including as built drawings, plans, specifications, warranties and legal documents are permanently maintained, tracked and kept safe.	Modernization Coordinator Modernization Assistant	9/ 2001	Put all available drawings on a CAD system and establish a plan room for the preservation of records.
4. To identify and convert selected efficiency units into one-bedroom units.	Modernization Coordinator	1/ 2002	Converted efficiencies into one bedroom.

Pawtucket Housing Authority			
GOAL: TO MEET THE MODERNIZATION OBJECTIVES OF THE 5 YEAR COMPREHENSIVE PLAN.			
OBJECTIVE: TO ADDRESS THE MANAGEMENT NEEDS OUTLINE IN THE COMPREHENSIVE MODERNIZATION PLAN.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. Expand services offered to the residents	Executive Director Modernization Coordinator	6/ 2001	Increase Resident Services Staff
2. To improve security and protect capital investment in security facilities.	Executive Director Modernization Coordinator	6/ 2001	Central Monitoring Facility
3. To improve security including the establishment of a central monitoring facility.	Modernization Coordinator	7/2002	Central Monitoring Facility
4. The placement of all building plans on CAD	Modernization Coordinator	7/ 2002	
5. To continue efforts to provide complete and accurate information through improvement to the Authority's computer system.	Modernization Coordinator	on-going	Improvement of Documentation of Information
6. To improve efficiencies by establishing a central warehouse and other maintenance facility imp.	Modernization Coordinator	6/ 2002	Efficiency Improvement

Pawtucket Housing Authority			
GOAL: TO ACHIEVE A MONITORING SYSTEM THAT ENABLES THE PHA TO REALIZE A PERCENTAGE VARIANCE BETWEEN PLANNED AND ACTUAL WORK SCHEDULED FOR EACH MODERNIZATION PROGRAM REGULARLY CALCULATED AND NOT TO EXCEED 10%.			
OBJECTIVE: TO CREATE AND IMPLEMENT A MONITORING SYSTEM FOR MODERNIZATION PROGRAM PROGRESS.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. To determine and post all approved program implementation schedules.	Modernization Coordinator	1/ 2001	Schedules Posted
2. To ensure that progress reports are presented.	Modernization Coordinator	on-going	Monthly Progress Reports.
3. To monitor progress of grant activities.	Modernization Coordinator	September 30 th of each year	Submit Progress and Evaluation Reports to HUD

Pawtucket Housing Authority

GOAL: TO MEET THE MODERNIZATION OBJECTIVES OF THE 5 YEAR COMPREHENSIVE MODERNIZATION PLAN.			
OBJECTIVE: TO ADDRESS THE MOST URGENT PHYSICAL NEEDS IDENTIFIED BY THE RESIDENTS, STAFF AND BOARD OF DIRECTORS.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
Galego Court			
1. Site improvements including drainage work, landscaping irrigation, roadway and walkway resurfacing	Modernization Coordinator	9/30/01-9/30/05	Site Improvements
2. Playground improvements	Modernization Coordinator	9/30/00	Playground Improvements
3. Masonry repairs and waterproofing.	Modernization Coordinator	9/30/03	Documented Repairs
4. Kitchen Improvements	Modernization Coordinator	9/30/03	Documented Repairs
5. Replacement of domestic hot water systems	Modernization Coordinator Security Consultant	9/30/05	Replacement of System
6. The installation of washing machine facilities.	Modernization Coordinator Grant Consultant	9/30/02	Installation of Washing Machines
7. Bathroom modernization.	Modernization Coordinator	9/30/02-9/30/05	Bathrooms Modernized
8. The systematic replacement of all floor covering	Modernization Coordinator	9/30/02-9/30/05	Floor Covering Replaced
9. The improvement of after-school facilities.	Modernization Coordinator	9/30/04	Documentation of Improvements Made to After-School Facilities.
10. Replace Windows	Modernization Coordinator	9/30/05	Windows Replaced
11. Administration Building Improvements	Modernization Coordinator	9/30/02	Adm. Building Improvements
12. Security Improvements	Modernization Coordinator Security Consultant	9/30/01-9/30/05	Documented Security Improvements

PHA DEVELOPMENTS PHYSICAL IMPROVEMENT NEEDS

Pawtucket Housing Authority

GOAL: TO MEET THE MODERNIZATION OBJECTIVES OF THE 5 YEAR COMPREHENSIVE MODERNIZATION PLAN.			
OBJECTIVE: TO ADDRESS THE MOST URGENT PHYSICAL NEEDS IDENTIFIED BY THE RESIDENTS, STAFF AND BOARD OF DIRECTORS.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
Kennedy Manor			
1. Site improvements including parking and roadway resurfacing, fencing, and landscaping.	Modernization Coordinator	9/30/00-9/30/05	Site Improvements
2. Interior improvements include modifications to the units to improve the interior environment of the units.	Modernization Coordinator	9/30/05	Documented Improvements
3. The replacement of all floor covering.	Modernization Coordinator	9/30/01-9/30/05	Floor Covering Replaced
4. Replacement of the elevators.	Modernization Coordinator	9/30/05	Elevators Replaced
5. Security improvements	Modernization Coordinator Security Consultant	9/30/00-9/30/05	Documented Security Improvements

Pawtucket Housing Authority			
GOAL: TO MEET THE MODERNIZATION OBJECTIVES OF THE 5 YEAR COMPREHENSIVE MODERNIZATION PLAN.			
OBJECTIVE: TO ADDRESS THE MOST URGENT PHYSICAL NEEDS IDENTIFIED BY THE RESIDENTS, STAFF AND BOARD OF DIRECTORS.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
Fogarty Manor			
1. Site improvements including parking lot improvements and new landscaping.	Modernization Coordinator	9/30/01-9/30/05	Site Improvements
2. Balcony repairs.	Modernization Coordinator	9/30/03	Documented Improvements
3. Improvements to the laundry areas.	Modernization Coordinator	9/30/01	Laundry Areas Improved

4. The replacement of floor covering in common areas.	Modernization Coordinator	9/30/01-9/30/05	Floor Covering Replaced
5. Waterproofing of the masonry exterior.	Modernization Coordinator	9/30/04	Documented Repairs
6. Replacement of the elevators equipment.	Modernization Coordinator	9/30/05	Elevators Replaced

Pawtucket Housing Authority			
GOAL: TO MEET THE MODERNIZATION OBJECTIVES OF THE 5 YEAR COMPREHENSIVE MODERNIZATION PLAN.			
OBJECTIVE: TO ADDRESS THE MOST URGENT PHYSICAL NEEDS IDENTIFIED BY THE RESIDENTS, STAFF AND BOARD OF DIRECTORS.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
St. Germain Manor			
1. The replacement of all floor covering	Modernization Coordinator	9/30/01-9/30/05	Floor Covering Replaced
2. The upgrading of the fire alarm system.	Modernization Coordinator	9/30/02	Documented Improvements
3. Community room renovations.	Modernization Coordinator	9/30/04	Community Room Renovated
4. Common area upgrades.	Modernization Coordinator	9/30/05	Common Area Upgrade Documented
5. Site improvements including parking lot improvements and new site handrails.	Modernization Coordinator	9/30/01-9/30/05	Documented Repairs
6. Security Improvements	Modernization Coordinator	9/30/01-9/30/05	Documented Security Improvements
7. Security improvements	Modernization Coordinator Security Consultant	9/30/00-9/30/05	Documented Security Improvements

Pawtucket Housing Authority			
GOAL: TO MEET THE MODERNIZATION OBJECTIVES OF THE 5 YEAR COMPREHENSIVE MODERNIZATION PLAN.			
OBJECTIVE: TO ADDRESS THE MOST URGENT PHYSICAL NEEDS IDENTIFIED BY THE RESIDENTS, STAFF AND BOARD OF DIRECTORS.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
Burns Manor			
1. The replacement of floor covering in common areas.	Modernization Coordinator	9/30/01-9/30/05	Floor Covering Replaced
2. The upgrading of the fire alarm system.	Modernization Coordinator	9/30/02	Documented Improvements
3. Community room renovations.	Modernization Coordinator	9/30/04	Community Room Renovated
4. Common area upgrades.	Modernization Coordinator	9/30/05	Common Area Upgrade Documented
5. Site improvements including parking lot improvements and new site handrails.	Modernization Coordinator	9/30/01-9/30/05	Documented Repairs
6. Security Improvements	Modernization Coordinator	9/30/01-9/30/05	Documented Security Improvements
7. Unit Modificaiton	Modernization Coordinator	9/30/05	Documented Improvements

Pawtucket Housing Authority			
GOAL: TO MEET THE MODERNIZATION OBJECTIVES OF THE 5 YEAR COMPREHENSIVE MODERNIZATION PLAN.			
OBJECTIVE: TO ADDRESS THE MOST URGENT PHYSICAL NEEDS IDENTIFIED BY THE RESIDENTS, STAFF AND BOARD OF DIRECTORS.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
560 Prospect Street			
1. Site improvements including drainage work, landscaping irrigation, roadway and walkway resurfacing	Modernization Coordinator	6/30/00 -07	Site Improvements

2. Kitchen improvements including cabinet replacement and painting	Modernization Coordinator	9/30/03	Kitchen Improvements
3. The replacement of all floor covering.	Modernization Coordinator	9/30/04	Replacement of Floor Covering
4. The improvement of washing machine facilities.	Modernization Coordinator	9/30/02	Installation of Washing Machine Facilities
5. Security Improvements	Modernization Coordinator Security Consultant	9/30/01-9/30/05	Security Improvements Documented
6. Construction of childcare and after school facilities.	Modernization Coordinator Grant Consultant	9/30/03	Child Care and After School Facilities
7. To assess the need for a HOPE VI Grant Application, (partial demolition).	Modernization Coordinator Grant Consultant	1/01/04	Hope VI Proposal

Family Self Sufficiency

Pawtucket Housing Authority			
GOAL: TO PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF FAMILIES AND INDIVIDUALS.			
OBJECTIVE: TO IMPROVE COMMUNITY QUALITY OF LIFE AND ECONOMIC VITALITY.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. To develop an individual development account (IDA's).	FSS Coordinator	12/2001	Appointment Made.
2. To provide literacy training program.	Grant Consultant	Completed: 10/ 2000 on-going	Grant Application
3. Host quarterly job fairs with local businesses.	FSS Coordinator	on-going	Job Fairs
4. Invite network R.I. to work directly with residents to teach them how to research the labor market and network for jobs that are paying wages that will promote economic independence.	FSS Coordinator Grant Consultant Grant Manager	4/ 2001	Employment Task Force
5. To open clothing boutique at Galego Court in order to allow residents and FSS participants to select appropriate work attire.	Executive Director FSS Coordinator Grant Consultant	12/ 2001	Grant Application

Maintenance Operations

Pawtucket Housing Authority			
GOAL: TO MAINTAIN OR EXCEED A THREE-DAY RESPONSE TIME FOR RESIDENT SERVICE REQUESTS.			
OBJECTIVE: ESTABLISH RESIDENT EDUCATION PROGRAM TO CUTBACK THE NUMBER OF FRIVOLOUS MAINTENANCE REQUESTS.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. Select committee to review the types of volume of resident service requests.	Director of Maintenance	2/ 2001	Memorandum to the Executive Director
2. To determine the most frequently requested service request.	Director of Maintenance	9/2001	Staff Report
3. To evaluate computer program capabilities in order to sort out important information.	Director of Maintenance Maintenance Staff	6/ 2001	Draft Brochure
4. To train maintenance staff, including dispatcher, on how to deal with requests from residents.	Director of Maintenance Maintenance Staff	1/ 2001	On-going
5. To review on a quarterly basis, the frequency of the type of resident service requests.	Director of Maintenance	Quarterly	Report

Pawtucket Housing Authority			
GOAL: TO ACHIEVE AND MAINTAIN A TWENTY-FOUR HOUR RESPONSE TIME FOR ALL LEGITIMATE “EMERGENCY WORK ORDERS.”			
OBJECTIVE: TO DETERMINE DEFINITION OF “EMERGENCY” AND ESTABLISH POLICY OF PRIORITIZING EMERGENCIES.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. To establish review team to define “emergency” work order.	Director of Maintenance	1/ 2001	Definition Written
2. To inform/train dispatcher what constitutes an emergency work order.	Senior Maintenance Staff	1/ 2001	Training Sessions Held.
3. To evaluate semi-annually.	Director of Maintenance	7/ 2001	Evaluation Report
4. To reach/maintain goal.	Director of Maintenance	7/ 2001	Goal Documented

Pawtucket Housing Authority
GOAL: TO ASSURE THAT PURCHASING PROCEDURES SUPPORT ENSURING AVAILABILITY OF MATERIALS WHEN NEEDED.

OBJECTIVE: TO MONITOR EMERGENCY PURCHASES FOR SIX AND TWELVE MONTH PERIODS.

Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. To determine definition of emergency.	Director of Maintenance Purchasing Agent	6/ 2001	Definition Determined
2. To codify and mark all emergency work orders for the last six months and keep record of the next six months.	Director of Maintenance Maintenance Staff	6/ 2001	Review Work orders
3. To review, analyze and take action where necessary.	Director of Maintenance Purchasing Agent	6/ 2001	Report Generated
4. Report to Executive Director	Director of Maintenance	6/ 2001	Meetings

Pawtucket Housing Authority

GOAL: TO MAINTAIN OR EXCEED A THREE-DAY RESPONSE TIME FOR RESIDENT SERVICE REQUESTS. TO IMPROVE THE EFFICIENCY AND EFFECTIVENESS OF THE MAINTENANCE OPERATION DELIVERY SERVICE.

OBJECTIVE: TO INITIATE TIME STANDARDS FOR CERTAIN CLASSIFICATIONS OF MAINTENANCE OPERATIONS AND HAVE SUPERVISORS MONITOR PERFORMANCE.

Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. To comprehensively assess the Maintenance Department.	Executive Director Director of Maintenance	6/2001	Report
2. To ensure that there are established procedures to appropriately assess inventory.	Director of Maintenance	9/2001	Inventory Report
3. To review maintenance operations by type of work performed.	Director of Maintenance	on-going	Findings in Report
4. To establish time standards (amount of time it takes to complete type of maintenance operation function) for each type of job function. Standards should be established using worst case, best case, and average scenario.	Director of Maintenance Maintenance Staff	1/ 2001	Standards Established Policy in Progress
5. Seek approval of the Executive Director.	Executive Director	1/ 2001	Approval
6. Produce new section of Maintenance Manual for standards.	Director of Maintenance Maintenance Staff	6/ 2001	Up-Dated Maintenance Manual

7. Establish a reporting form.	Director of Maintenance	6/ 2001	Form/Work Order
8. Monitor compliance with standards.	Director of Maintenance	on-going	Computerized Report Readout.

Pawtucket Housing Authority			
GOAL: TO REORGANIZE, STABILIZE AND IMPROVE THE TIMELY ACCESS OF MATERIALS WITH A GOAL OF 0% STOCK-OUT.			
OBJECTIVE: TO EVALUATE FEASIBILITY OF 100% STOCK-UP CONSIDERING PHA BUDGETARY CONSTRAINTS.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. To determine yearly material and supply needs of the Department.	Director of Maintenance	Annually (during the month of Nov.)	Needs determined
2. To prepare estimated budget for materials and supply.	Director of Maintenance	Annually (during the month of Nov.)	
3. To ascertain cash flow needs of PHA.	Director of Finance and Accounting	Annually (during the month of Nov.)	
4. To ascertain cash savings for bulk-purchase.	Director of Maintenance Director of Finance and Accounting	Annually (during the month of Nov.)	
5. To make recommendations to the Executive Director	Director of Maintenance	Annually (during the month of Nov.)	
6. To implement a purchasing plan.	Director of Maintenance	Annually (during the month of Nov.)	Purchasing Plan

Pawtucket Housing Authority			
GOAL: TO CONTINUE TO PROVIDE STAFF DEVELOPMENT TO IMPROVE JOB PERFORMANCE.			
OBJECTIVE: TO CONDUCT TRAINING IN-HOUSE AND SEEK OUTSIDE QUALIFIED INSTRUCTION FOR MAINTENANCE STAFF DEVELOPMENT.			
Task	Person Responsible	Estimated Date for Completion	Activity Indicator
1. To evaluate and determine staff development requirements.	Director of Maintenance	Annually (during the month of June)	Review and evaluation of staff needs.
2. To ascertain what types of training can be conducted in-house by PHA personnel.	Director of Maintenance Maintenance Staff	Annually (during the month of June)	Memorandum
3. To determine what outside training needs to be conducted.	Director of Maintenance	Annually (during the month of June)	Memorandum
4. To prepare budget requirements.	Director of Maintenance	Annually (during the month of Nov.)	Budget
5. To determine priorities.	Director of Maintenance	Annually (during the month of Nov.)	Priorities Determined

6. To prepare recommendations to the Executive Director.	Director of Maintenance	Annually (during the month of Nov.)	Recommendations to the Executive Director
7. To implement training programs.	Director of Maintenance Private Training	July, 2001	Programs Implemented

Funding

The Housing Authority of the City of Pawtucket has five primary sources of funding: operating, capital, Section 8, Drug Elimination Grants and “Other.” Funding for the public housing program (and increasingly the Section 8 program) is subject to annual (fluctuating) appropriations. Moreover, the public housing funding mechanisms are expected to be revised in the next year, which could substantially alter the agency’s future funding amounts. Table 2 shows the anticipated revenues to the agency over the next five years, by program. For planning purposes, we have assumed that funding will remain essentially the same each year, 5% increases per year.

Revenue and Expense Projections

<i>FY 2000-2004</i>	<i>Operating</i>	<i>Public Housing Capital</i>	<i>Drug Elimination</i>	<i>Section 8 Existing</i>	<i>Section 8 Sub. Rehab.</i>	<i>Other</i>	<i>Total</i>
Revenue:							
Tenant Rent	13,307,513.00						13,307,513.00
HUD Grants	10,566,624.00	8,127,675.00	1,490,790.00			375,000.00	20,560,089.00
Section 8				15,912,257.00			15,912,257.00
Investment Inc.	304,139.00			255,740.00			559,879.00
Other	415,093.00			288,052.00			703,145.00
Total	24,593,369.00	8,127,675.00	1,490,790.00	16,456,049.00		375,000.00	51,042,883.00
Expenses:							
Administrative	4,045,264.00	625,000.00	965,790.00	14,534.58			6,123,722.00
Tenant Services	117,731.00	200,000.00				375,000.00	1,658,521.00
Utilities	6,317,828.00						6,317,828.00
Protective Serv.	1,604,591.00		375,000.00				1,979,591.00
Maintenance	6,526,098.00						6,526,098.00
General	3,511,646.00						3,551,646.00
Total Routine	22,163,158.00	825,000.00	1,340,790.00	1,453,458.00		375,000.00	26,157,406.00
Extraordinary	567,764.00						567,764.00
Maintenance							
Casualty Loses							
HAP Payments				13,989,792.00			13,989,792.00
Capital Outlays	357,865.00	7,302,675.00	150,000.00				7,810,540.00
Other	1,150,000.00			9,750.00			1,150,000.00
Total Expenses	24,238,787.00	8,127,675.00	1,490,790.00	15,443,250.00		375,000.00	49,675,502.00
Surplus/(Deficit)	354,582.00			1,012,799.00			1,367,381.00
Existing Reserve	1,986,549.00			2,018,393.00			4,004,942.00
Net Reserve	2,341,131.00			3,031,192.00			5,372,323.00

Rent Determinations

As a rule, rents in both public housing and Section 8 programs are based on the greater 10 percent of gross income or 30 percent of adjusted income, except that households must pay a minimum rent of \$25 a month.

Under the QHWR of 1998, PHAs' must now offer residents the opportunity of either the above income-based rent or a "flat rent" that reflects the market value of the unit. The main difference between a flat rent and a ceiling rent is that a family may choose to pay a flat rent and not be recertified for those years, families paying ceiling rents must be recertified annually.

Based on these legislative changes, the agency plans to introduce the following changes in its rent structure over the next five years.

- The establishment of flat rents, as required by law, (attachment C).

Designated Housing

Under existing regulations, housing authorities may designate properties designed for the elderly and disabled as “elderly only” provided that it could provide adequate alternative housing for those families that otherwise would have been served.

The Housing Authority of the City of Pawtucket submitted an “*Allocation Plan*” requesting designating housing for the elderly in 1997. Two buildings, John E. Fogarty for the Elderly (250 units) and Robert Burns Manor (96 units), were determined by the Authority to be the most appropriate facilities to participate in the Allocation Plan, (due the buildings’ population characteristics). In addition, this Authority requested 75 specially designated housing certificates for those “young-disabled” individuals who were going to be displaced by the Allocation Plan. This plan was approved in early 1998 with 75 certificates awarded to the housing authority by HUD to ensure that those displaced by the plan had alternative housing choices.

Households to be Served

Through its public housing and Section 8 Existing programs, the agency receives funding to serve 1,825 housing units: 1,105 public housing units and 720 Section 8 units. Twenty units under the *Scattered Site Housing Program* are also served. Although it is expected that the number of units in the agency’s portfolio will remain the same, the composition of project-based versus tenant base will change. Following anticipated Hope VI grant applications, which will include demolition of some public housing stock, the agency will have fewer public housing units and more leased housing units.

Capital Needs and Plans

The Department of Modernization has reviewed and revised its Capital Fund Program and completed a systematic analysis of the management and physical needs of the organization and the developments. This analysis involved the consultation with the members of the community, the residents of the developments and the management and line staff of the Authority. As a result of this effort, a Five-Year Action Plan has been developed to address the most urgent of the identified needs.

Management Needs

The Comprehensive Plan addresses several areas identified for improvement in the management on an Authority wide basis including:

- ❑ Continued resident training and resources for an active resident community

- ❑ Improved security including the establishment of a central monitoring facility
- ❑ Placement of all building plans on CAD
- ❑ Improved public communication including the establishment of a WEB page for the Authority
- ❑ Continued efforts to provide complete and accurate information through improvement to the Authority's computer systems.
- ❑ Improve efficiencies by establishing a central warehouse and other maintenance facility improvements.

Physical Needs

The Comprehensive Plan addresses the need for modernization improvements to keep the Authority's six developments not only viable but also competitive in the housing marketplace. Each development has been thoroughly reviewed and the plan specifically addresses each property in the following manor:

560 Prospect Street (RI2-1R)

- ❑ Kitchen Improvements
- ❑ Security Improvements

Galego Court (RI2-2)

- ❑ Roadway & Walkway Improvements
- ❑ Recreation Improvements
- ❑ Security Improvements

Kennedy Manor (RI2-3/5)

- ❑ Interior Improvements
- ❑ Security Improvements

Fogarty Manor (RI2-4)

- ❑ Interior Improvements
- ❑ Security Improvements

St. Germain Manor (RI2-7.1)

- ❑ Common Area Improvements
- ❑ Security Improvements

Burns Manor (RI2-7.2)

- ❑ Security Improvements

Scattered Sites (RI2-)

- ❑ Interior Improvements
- ❑ Exterior Improvements

Typical CGP Annual Funding

Category	Amount	Percentage
Operations	0.00	0%
Management Improvements	272,623.00	15%
Administration	45,000.00	2%
Audit	0.00	0%
Liquidated Damages	0.00	0%
Fees and Costs	147,000.00	8%
Site Acquisition	0.00	0%
Site Improvements	100,000.00	5%
Dwelling Structures	1,230,000.00	66%
Dwelling Equipment-Nonexpendable	0.00	0%
Non-dwelling Structures	0.00	0%
Non-dwelling Equipment	60,000.00	3%
Relocation Cost	0.00	0%
Replacement Reserve	0.00	0%
MOD Used for Development	0.00	0%
Contingency	20,000.00	1%
Amount of Annual Grant	1,875,377.00	

Demolition and Disposition

As mentioned in the previous section, this agency plans to assess whether or not to demolish selected building/s in the 560 Prospect Heights area and/or the Galego Court area.

The process to submit a Hope VI grant application will be determined after an appropriate assessment is undertaken. This Authority will also assess whether or not to increase family units' bedroom capacities to four and five bedrooms.

Conversion to Tenant Based Assistance

The Housing Authority is assessing whether or not to request Section 8 replacement vouchers for Galego Court and 560 Prospect Street, the agency is not currently considering any other conversions to tenant-based assistance, nor is any other property subject to HUD's mandatory conversion rules. Nonetheless, the Housing Authority of the City of Pawtucket will continue to assess tenant-based assistance over the next five years.

Deconcentration of Poverty

Under QHWRA, this agency has an affirmative obligation to de-concentrate poverty and to seek opportunities to increase the number of higher-income families in lower-income properties and lower-income families in higher-income properties.

Attachment H demonstrates both the average income and the distribution of incomes in each public housing development. Average incomes range from \$8,596. to \$19,751. The attached chart illustrates the fact that this agency does not have properties with significant numbers of higher-income families. Rather, the agency desires for all its family properties to enjoy a greater percentage of working families and the strategies already discussed in this plan are intended to increase the number of working families from 24% to 50% percent.

Section 8 Housing: Expanding Housing Opportunities

The PHA has committed itself to expanding the opportunities for participating families to locate units outside areas of poverty or minority concentration. To achieve this commitment, the PHA has undertaken the following actions:

1. Encourage participation by owners of units outside areas of poverty or minority concentration by: a) Researching and compiling a list of the names and addresses of owners of two or more units in deconcentrated areas within the City of Pawtucket; b) Writing to owners with rental units in deconcentrated areas to inform them of the benefits and rewards of the Section 8 Program and also scheduling an informational meeting with respect to the program for these owners; c) meeting with local rental agencies to request assistance in acquiring units outside areas of poverty.
2. Encouraging Section 8 participants to seek housing outside areas of poverty and minority concentration by: a) Encouraging participants, not only at their initial briefing, but also when a participant wants to move, about searching for units outside areas of poverty and minority concentration; b) the briefing packet contains a map that shows various areas with housing opportunities outside areas of concentration and also information about services in these areas; c) the briefing packet also contains a list of owners with units in deconcentrated areas who are willing to enter into a lease if screen requirements are met; d) the briefing packet also contains an explanation of portability, as well as a list of housing authorities that have units outside areas of poverty and minority concentration.
3. Tracking: The PHA will maintain a tracking system in order to analyze the difficulties families may have in finding housing outside areas of concentration and if found, the PHA will consider whether it is appropriate to either increase its payment standard or to seek approval of HUD for area exception rents.

Resident Programs and Family Self-Sufficiency

While the agency supports the economic and social development of all its residents, it is also realistic regarding the financial resources to which it can contribute to such endeavors, particularly at a time when the Congress is not funding agencies at 100 percent of PFS eligibility.

To support resident economic and social development, the agency plans to pursue the following activities.

- ❑ To make available \$5 per unit annually for each family resident council and \$3 per unit annually for each elderly resident council.
- ❑ To provide \$100,000 annually for youth programs out of the Drug Elimination Grants and Capitol Improvement Funds.
- ❑ To offer community space to various community and human service agencies that will provide services to residents.
- ❑ To work with the Department of Modernization to develop plans for additional space for child care/pre-school programs at 560 Prospect Street.
- ❑ To develop programs that will address assisted housing issues in targeted senior/handicapped buildings.
- ❑ To collaborate with state's TANF program and agencies.
- ❑ To implement the mandatory community service requirement under QWRHA (upon issuance of HUD regulations to that effect).

Operations and Management

One of the primary goals of this agency over the next five years is to regain to demonstrate the high performer status. Listed below are key activities aimed at achieving high PHAS and SEMAP scores.

Public Housing

- ❑ Decentralize management operations
- ❑ Revise lease, schedule of charges, and community standards
- ❑ Revamp agency's operating procedure (to be consistent with a decentralized
- ❑ Management delivery system
- ❑ Implement a new automated management information system

Section 8 Existing

- ❑ Develop new "quality control" unit
- ❑ Automate inspections (hand-held computers, etc.)
- ❑ Provide on-line information system for waiting list status and other data.

Civil Rights Certification

The Housing Authority of the City of Pawtucket certifies that it will carry out its plan in conformity with civil rights, fair housing and other federal laws that forbid discrimination on the basis of race, color, religion, sex, national origin, familial status or disability, race or sexual orientation.

Fair Housing

This Housing Authority will also demonstrate that it will *affirmatively further fair housing* choices by:

- ❖ Examining its programs to identify any obstacles to fair housing choice.
- ❖ Addressing these obstacles in a reasonable way considering available resources.
- ❖ Work to overcome these obstacles and maintain records to reflect its analysis and actions.

Pet Policy

The Housing Authority of the City of Pawtucket will comply with the requirements set forth within HUD's Interim Rule 24.C.F.R. 903.7(n). According to the new law, all residents are allowed to have one or more pets, under reasonable conditions. Such conditions will include: a nominal fee to cover extra costs; a pet deposit to cover extraordinary costs; restrictions on the number and type of pets; and limits based upon the type of building.

ATTACHMENT A

Notice Requirements

In compliance with federal statute regarding the development of the five-year plan, the agency conducted the following hearings.

Publication of proposed five-year and annual plans (Draft)	Date: 10/30/00
Family development meetings Galego Court 560 Prospect Street	Date: 11/9/00 @ 7:00pm 11/15/00 @ 2:00PM
Senior/ handicapped development meetings Burns Manor St. Germain Manor Fogarty Manor	Date: 11/14/00 @ 2:00PM 11/14/00 @ 11:00AM 11/16/00 @ 11:00AM 11/16/00 @ 2:00PM
City-wide meetings	Date: 12/14/00 @ 1:00PM
Public hearing	Date: 12/14/00 @ 1:00PM
Drug Elimination Budget Request	Date: 12/15/00
Board approval and submission to HUD	Date: 1/11/01

Attendance sheets and responses to comments received are contained in the “Attachments” at the end of the One Year Plan.

Attachment B

Waiting List Data

PUBLIC HOUSING PROGRAM							
WAITING LIST DATA							
List	TOTALS	0-BRM	1-BRM	2-BRM	3-BRM	4-BRM	5-BRM
Family	279	0	85	90	76	23	5
Elderly/ disabled/ handicap	103	23	72	8	0	0	0
Totals	382	23	157	98	76	23	5
Average Income		\$6,898	\$8,436	\$9,292	\$9,704	\$12,292	\$15,743
Below 30%	303	20	116	77	66	20	4
30-50%	67	2	34	18	10	2	1
50%+	12	1	7	3	0	1	0
Totals	382	23	157	98	76	23	5
Percentages		6%	41%	26%	20%	6%	1%
Race							
Black	188	19	76	48	32	9	4
White	181	4	76	48	40	12	1
Other	13	0	5	2	4	2	0
Totals	382	23	157	98	76	23	5
Section 8 Existing							
Number	TOTALS	0-BRM	1-BRM	2-BRM	3-BRM	4-BRM	5-BRM
Elderly/Handicapped							
Family	75	0	43	19	12	1	0
Family	203	0	50	77	59	15	2
Average Income			\$7,813	\$9,407	\$10,284	\$12,289	\$16,296
Below 30%	225	0	81	72	57	13	2
30-50%	51	0	11	23	14	3	0
50%+		0	1	11	0	1	0
Race							
Black	52	N/A	N/A	N/A	N/A	N/A	N/A
White	217	N/A	N/A	N/A	N/A	N/A	N/A
Other	8	N/A	N/A	N/A	N/A	N/A	N/A
Ethnicity							
Hispanic	127	N/A	N/A	N/A	N/A	N/A	N/A
Non-Hispanic	150	N/A	N/A	N/A	N/A	N/A	N/A

ATTACHMENT C

Flat Rents

Flat Rents	Unit Cost	Development	Average Rent
Efficiency	\$411.00	Galego Court	\$199.00
One Bedroom	\$473.00	560 Prospect Heights	\$191.00
Two Bedrooms	\$602.00	Kennedy Manor	\$214.00
Three Bedrooms	\$671.00	Fogarty Manor	\$245.00
Four Bedrooms	\$772.00	St. Germain Manor	\$202.00
Five Bedrooms	\$872.00	Burns Manor	\$227.00

Please Note: The Pawtucket Housing Authority has recently conducted a “Rent Reasonableness Study” and is analyzing its flat rents rates. Rates may be changed to more accurately reflect the current market rent. The present flat rent may in fact be lowered. This change may assist the Authority in further lowering its vacancy rate.

ATTACHMENT D

Physical Needs Assessment

Over 5 Years

Development	Total Units	Fix As-is		Redesign	
		Total	Per-unit	Total	Per-unit
Elderly/ Handicapped Properties					
Burns Manor	96	\$370,625.	\$3,861.	0	0
Fogarty Manor	250	\$1,172,000.	\$4,688.	0	0
Kennedy Manor (including the "Electric Wing")	173	\$1,261,789.	\$7,294.		
St.Germain	112	\$427,375.	\$3,816.	0	0
Subtotal	631	\$3,231,789.	\$5,122.	0	0
Family Properties					
Galego Court	164	0	0	\$2,501,244.	\$15,251.
560 Prospect Street	292	0	0	\$748,698.	\$2,564.
Subtotal	456	0	0	\$3,249,942.	\$7,127.
Totals P.H.	1,087	\$3,231,789.	\$5,122.	\$3,249,942.	\$7,127.

ATTACHMENT E

Market Valuation

Public Housing Developments

Development	Total Units	PHA Dev. No.	Plat No.	Lot No.	Square Feet	Value of Land	Value of Buildings	Total Value
Elderly/Handicapped Properties								
Burns Manor 96 Park Street Pawtucket RI	96	7-2	07	410	112,641	\$602,6307	\$1,686,770	\$2,289,400
Fogarty Manor 214 Roosevelt Ave. Pawtucket, RI	250	004	43	606	136,439	\$327,454	\$4,332,500	\$4,659,954
Kennedy Manor 175 Broad Street Pawtucket, RI (including the "Electric Wing")	173	003	43	536	97,327	\$413,640	\$4,527,890	\$4,941,530
St.Germain 375 Mineral Spring Avenue Pawtucket, RI	112	7-1	46	725	123,897	\$661,850	\$2,435,600	\$3,097,450
Subtotal	631					\$74,292,51	\$12,982,760	\$14,988,334
Family Properties								
Galego Court 483 Weeden Street Pawtucket, RI	164	002	46 46	701 702	100,644 430,198	\$427,650	\$4,774,440	\$5,202,090
560 Prospect Street Pawtucket, RI	292	001	38	391	915,164	\$2,894,930	\$8,805,650	\$11,700,580
Subtotal	456					\$3,322,580.00	\$13,580,090	\$16,902,670.00
Totals P.H.	1,087					\$10,751,831	\$26,562,850	\$31,891,004

Continued. "Market Valuation"
Scattered Site

Scattered Site	Total Beds	Plat No.	Lot No.	Square Feet	Value of Land	Value of Buildings	Total Value
53 Garrity Street	03	03	003 7	N/A	\$30,00	\$51,200	\$81,200

					0		
190 Woodbury Street	03	02	104	4,500	\$29,300	\$58,000	\$87,300
280 Pleasant Street	03	54	838	7,795	\$24,400	\$58,800	\$83,200
27 Wilson Street	03	11	125	5,000	\$30,000	\$65,900	\$95,900
41 Wood Street	03	19	70	5,000	\$20,000	\$52,800	\$72,800
132 Vine Street	02	18	133	N/A	\$30,200	\$53,600	\$83,800
57 Dodge Street	04	38	85	5,000	\$27,500	\$45,500	\$73,000
27 Preneta	N/A	40	639	5,800	\$28,100	\$48,800	\$76,900
15 King Street	03	47	161	N/A	\$22,600	\$71,700	\$94,300
85 Oregon Street	03	40	823	5,069	\$27,600	\$50,000	\$77,600
136 Edgemere Road	03	39	584	4,500	\$26,800	\$50,900	\$77,700
8 Owen Avenue	03	48	626	5,530	\$25,400	\$58,300	\$83,700
68 Ferris Street	04	28	564	5,053	\$30,000	\$49,800	\$79,800
256 Mendon Avenue	03	09	497	5,076	\$27,600	\$51,100	\$78,700
42 Campbell Street	03	39	865	6,500	\$28,500	\$54,900	\$83,400
45 Elder Street	03	47	752	5,000	\$25,000	\$57,400	\$82,400
153 Finch Street	03	49	263	N/A	\$23,200	\$47,000	\$70,200
102 Samuel Avenue	03	47	265	5,000	\$25,000	\$51,700	\$76,700
81 French Street	03	24	360	N/A	\$20,100	\$55,400	\$75,500
61 Terrace Street	03	50	798	4,826	\$24,800	\$57,600	\$82,400

ATTACHMENT F

Five-Year Capital Plan

Annual Funding Awards Capital Fund Program, Fy 2000-2004

Development	Total Units	Year 1	Year 2	Year 3	Year 4	Year 5	Totals
Elderly/ Handicapped Properties							
Burns Manor	96	\$26,250.	\$83,875.	\$33,000.	\$117,500.	\$110,000.	\$370,625.
Fogarty Manor	250	\$195,000.	\$62,000.	\$585,000.	\$ 65,000.	\$265,000.	\$1,172,000.
Kennedy Manor (including "Electric Wing")	173	\$25,000.	\$35,000.	\$531,556.	\$405,233.	\$265,000.	\$1,261,789.
St. Germain	112	\$28,750.	\$98,125.	\$55,000.	\$120,500.	\$125,000.	\$427,375.
Subtotal	631	\$275,000.	\$279,000.	\$1,204,556.	\$708,233.	\$765,000.	\$3,231,789.
Family Properties							
Galego Court	164	\$1,081,490.	\$369,754.	\$ 75,000.	\$610,000.	\$365,000.	\$2,501,244.
560 Prospect Street	292	\$ 134,500.	\$280,000.	\$239,198.	\$55,000.	\$40,000.	\$748,698.
Subtotal	456	\$1,215,990.	\$649,754.	\$314,198.	\$665,000.	\$405,000.	\$3,249,942.
Management Improvements		\$97,440.	\$94,676.	\$94,676.	\$101,925.	\$101,925.	\$490,642.
HA-Wide Nondwelling Structures		\$50,000.	\$625,000.	\$0.00	\$150,000.	\$100,000.	\$925,000.
Nondwelling Equipment		\$20,000.	\$10,000.	\$0.00	\$19,000.	\$259,000.	\$308,000.
Administration		\$55,000.	\$95,000.	\$95,000.	\$95,000.	\$95,000.	\$435,000.
Other		\$90,000.	\$50,000.	\$95,000.	\$64,272.	\$77,505.	\$376,777.
Total		\$1,803,430.	\$1,803,430.	\$1,803,430.	\$1,803,430.	\$1,803,430.	\$9,017,150.

ATTACHMENT G

Cost of Operating Public Housing vs. Vouchers

	Admin.	560 Prospect Street	Galego Court	Kennedy Manor	Fogarty Manor	St. Germain Manor	Burns Manor	Scattered Sites	Total
Total Operating Income	\$68,047.	\$634,572.	\$371,452.	\$396,512.	\$646,630.	\$245,675.	\$247,751.	\$23,850.	\$2,634,488.
Operating Expenses:									
Administration	\$152,451.	\$142,541.	\$82,056.	\$92,997.	\$125,820.	\$54,704.	\$49,234.		\$699,804.
Tenant Services		\$4,825.	\$ 2,784.	\$3,155.	\$4,268.	\$1,856.	\$1,670.		\$18,557.
Utilities	\$875.	\$440,172.	283,017.	\$119,956.	\$268,853.	\$98,113.	\$93,158.	\$7,011.	\$1,311,155.
Ordinary Maintenance		\$201,539.	119,977.	\$128,528.	\$173,804.	\$75,604.	\$68,044.		\$767,496.
Contract Costs	\$23,109.	\$47,752.	\$30,798.	\$49,150.	\$29,464.	\$15,309.	\$10,867.		\$206,450.
Protective Services		\$142,378.	\$80,240.						\$222,618.
General Expense		\$170,092.	\$98,130.	\$111,214.	\$150,466.	\$65,420.	58,878.		\$654,199.
Total Routine Expenses	\$176,434.	\$1,149,299.	\$697,003.	\$504,999.	\$752,675.	311,007.	\$281,852.	\$7,011.	\$3,880,279.
Non Routine Maintenance		\$18,336.	\$10,578.	\$11,989.	\$16,220.	\$ 7,052.	\$6,347.		\$70,523.
Total Operating Expense	\$176,434.	\$1,167,635.	\$707,581.	\$516,988.	\$768,896.	\$318,059.	\$288,199.	\$7,011.	\$3,950,802.
Net Operating Income (Loss)	(\$108,387)	(\$533,063)	(\$336,129)	(\$120,476)	(\$122,266)	(\$72,384)	(\$40,448)	(\$16,839)	\$1,316,314)
Total Units Available		291	164	173	250	112	96	20	
Public Housing PUM Cost		\$334.97	\$359.54	\$249.03	\$256.30	\$236.65	\$250.17	\$29.17	
Section 8 Cert./Voucher PUM Cost		\$381.44	\$381.44	\$381.44	\$381.44	\$381.44	\$381.44		
Difference		(47.07)	(21.90)	(132.41)	(125.14)	(144.79)	(131.27)		

Please Note: Stated Cost Comparisons between Public Housing PUM and Section 8 Certificate/Voucher PUM Costs are exclusive of project operating income.

ATTACHMENT H

Deconcentration of Poverty, Public Housing

Please note:

PAWTUCKET HOUSING AUTHORITY			
MAXIMUM INCOME LIMIT FOR ADMISSIONS			
Number of Persons	Lower Income Limit	Very Low Income limit	30% of Median
One	\$29,050	\$18,150	\$10,900
Two	\$33,200	\$20,750	\$12,450
Three	\$37,350	\$23,350	\$14,000
Four	\$41,500	\$25,950	\$15,550
Five	\$44,850	\$28,050	\$16,800
Six	\$48,150	\$30,100	\$18,050
Seven	\$51,500	\$32,200	\$19,300
Eight	\$54,800	\$34,250	\$20,550

DECONCENTRATION OF POVERTY						
DEVELOPMENT	TOTAL UNITS	TOTAL UNITS OCCUPIED	AVERAGE HOUSE-HOLD INCOME	BELOW 30 % OF MEDIAN	BETWEEN 30% AND 50 % OF MEDIAN	ABOVE 50 % OF MEDIAN
Family Developments						
560 Prospect Street	292	272	\$8,596	227	37	8
Galego Court	164	152	\$9,131	127	24	1
Scattered Sites	20	17	\$19,751	5	8	4
Sub-total	476	441		359	69	13
Elderly/ Disabled/ Handicapp Developments						
Kennedy Housing(Including electric wing)	171	154	\$9,475	119	28	7
Fogarty Housing	250	218	\$1,681	118	80	20
St. Germain Manor	112	103	\$8,958	81	20	2
Burns Manor	96	87	\$10,539	54	31	2
Sub-Total	629	562		372	159	31
Total	1105	1003	0	731	228	44

ATTACHMENT I

Statistical Page

Date of Incorporation 1939

Board Structure

Number 05
Terms Five-years
Appointed by Mayor

Inventory of Assisted Housing

Public Housing 1,065 (waiting list: 382 – one, two, three bedroom family closed)
Section 8 720 (waiting list: 278 - closed)
Scattered Site 20

TOTAL RESIDENTS SERVED BY AGE									
	Age 0-4	Age 5-13	Age 14-17	Age 18-24	Age-25-44	Age45-59	Age 60-79	Age 80 +	Total
Development									
Family Developments									
560 Propect St	128	222	61	82	180	49	27	1	750
Galego Court	87	167	36	57	94	28	9	0	478
Scattered Sites	9	27	7	2	18	4	1	0	68
Sub-total	224	416	104	141	292	81	37	1	1296
Elderly/ Diabled/ handicapp Developments									
kennedy	1	1	0	2	36	45	78	17	180
Fogarty	0	0	0	0	4	24	147	86	261
St. Germain	0	0	0	0	4	24	69	13	110
Burns	0	0	0	0	1	8	63	21	93
Sub-total	1	1	0	2	45	101	357	137	644
Grant Total	225	417	104	143	337	182	394	138	1940

Annual PHA Plan

PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

Background

The Housing Authority of the City of Pawtucket was established under *State Enabling Legislation in 1939*. The Authority is governed by a five-member Board of Commissioners who are appointed by the Mayor to five-year terms. The chair of the commission is elected by board members.

The Mission of the agency is to: “*provide safe, decent and affordable housing and to establish programs that will educate, enhance and empower the lives of all the people in the community we serve.*”

The agency presently operates two main housing programs, described below and summarized in Tables 1 and 2.

Table 1
Units, by Program

Program	Units
Public Housing	1,105
Section 8 Existing	720
Totals	1,825

- ☐ **Conventional Public Housing.** Under this program, HUD pays to construct the buildings and the agency receives operating subsidy calculated as the difference between what the agency collects in rents and other local receipts and what HUD prescribes as the agency’s allowable operating costs. In addition to operating subsidy that the agency receives to operate the conventional public housing, the agency is also eligible for the following funding.

- ***Capital Grants (Modernization).*** Housing Authorities of more than 250 Units receive funding under the Comprehensive Grant Program (CGP) for capital improvements or modernization. Typically, an agency must submit both an annual statement for the use of these funds and a rolling-five year plan. This is a formula-driven program. The amount that any agency receives is based on its formula-determined amount and congressional appropriations. The agency's funding for FY2000 is almost 2 million dollars.
- ***Drug Elimination Grant.*** Since 1990 the congress has appropriated approximately \$280 million annually for Drug Elimination Grants. These grants may be used for a variety of drug and crime prevention activities. Funds are awarded based on competitive applications and the maximum that the agency can be awarded is based on the number of units the housing authority maintains. Since 1992, this Authority has successfully competed for and received approximately 1 million dollars of Drug Elimination Grant money.
- ***The Section 8 Existing Program.*** Encompasses three separate programs: The Certificate Program, The Voucher Program and the Housing Choice Voucher Program. By October 1, 2001, these three programs will be consolidated in to the Housing Choice Voucher Program. In combining all three programs, the PHA receives funding from HUD for approximately 720 certificates and vouchers combined. In September 2000, the PHA received 40 new vouchers under the Fair Share Housing NOFA dated March 10, 2000. This brought its allocation of units to a total of 720. While the PHA is currently in the process of issuing vouchers under this new allocation, the new vouchers are calculated into the PHA's leasing rate listed below. The PHA is paid approximately 7.25 percent of the 2-Bedroom Fair Market Rent (FMR) as "administrative fee" to operate the program and is reimbursed dollar-for-dollar for housing assistance payments to landlords.

Table 2**Profile of Pawtucket Housing Authority's Assisted Units**

Public Housing								
Development	Total Units	0-brm	1-brm	2-brm	3-brm	4-brm	5-brm	Occupancy Rate
Elderly/ Handicapped Properties								
Burns Manor	96	48	48					91%
Fogarty Manor	250	69	170	11				87%
Kennedy Manor	131	03	111	17				95%
"Electric Wing"	40		40					85%
St. Germain	112	48	64					92%
Subtotal	629	167	434	28				92%
Family Properties								
Galego Court	164	0	34	66	40	20	04	93%
560 Prospect Street	292	0	53	141	80	18	0	93%
Subtotal	456	0	87	207	120	38	04	93%
Total P.H.	1,085	167	521	235	120	38	04	92%
Section 8 Program								
Program	Allocation	0-brm	1-brm	2-brm	3-brm	4-brm	5-brm	Lease-Up Rate
Certificates	363	0	66	141	142	14	0	100%
Vouchers	357	0	36	113	116	14	0	78%
Total Sec. 8	720	0	102	254	258	28	0	89%
Scattered Site Housing Program								
Program	Number	0-brm	1-brm	2-brm	3-brm	4-brm	5-brm	Lease-Up Rate
Homes	20			01	16	03		85%

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Pawtucket Housing Authority's annual plan focuses on developing a strong housing authority that will be prepared to:

Maximize the number of affordable housing units by:

- Employ effective maintenance and management policies to minimize the number of public housing units off-line;
- Reduce turnover time for vacated public housing units;
- Reduce time to renovate public housing units.

Increase the number of affordable housing units by:

- Applying for additional Section 8 units, should they become available;
- Pursuing housing resources other than public housing or Section 8 tenant-based assistance.

Target available assistance to families at or above 30% of AMI by:

- Adopting rent policies to support and encourage work

Target available assistance to families with disabilities by:

- Applying for special-purpose vouchers to families with disabilities, should they become available; and to
- Affirmatively market to local non-profit agencies that assist families with disabilities.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration
- ☒ FY 2000 Capital Fund Program Annual Statement
- ☒ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart
- ☒ FY 2000 Capital Fund Program 5 Year Action Plan
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing rent determination policies, including the methodology for setting public housing flat rents I. check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development I. check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies I. check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures I. check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures I. check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted	Annual Plan: Conversion of Public

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	2,581	5	3	5	2	5	3

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income >30% but <=50% of AMI	5,042	5	3	5	2	4	3
Income >50% but <80% of AMI	773	4	4	4	2	4	3
Elderly	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year:
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	278		
Extremely low income <=30% AMI	229	82%	
Very low income (>30% but <=50% AMI)	46	17%	
Low income (>50% but <80% AMI)	03	1%	
Families with children	203	73%	
Elderly families	75	27%	
Families with Disabilities			
Race/ethnicity	N/A	N/A	
Characteristics by Bedroom Size (Public Housing Only)	N/A	N/A	N/A
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? <u>January 1, 2000 – One Year</u> Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

☒ **Public Housing**

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	382		
Extremely low income <=30% AMI	303	79%	
Very low income (>30% but <=50% AMI)	67	18%	
Low income (>50% but <80% AMI)	12	03%	
Families with children	279	73%	
Elderly families	93	25%	
Families with Disabilities	10	03%	
Race/ethnicity			

Characteristics by Bedroom Size (Public Housing Only)

0BR	23	06%	
1BR	157	41%	
2 BR	98	26%	
3 BR	76	20%	
4 BR	23	06%	
5 BR	05	01%	
5+ BR			

Is the waiting list closed (select one)? ___ No ☒ Yes

If yes:

How long has it been closed (# of months)? September 18,2000 – 4 months

Does the PHA expect to reopen the list in the PHA Plan year? ___ No ☒ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☒ No ___ Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☒ Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

Affirmatively market to races/ethnicities shown to have disproportionate housing needs
Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
a) Public Housing Operating Fund	\$1,879,115.00	
b) Public Housing Capital Fund	\$1,643,535.00	
c) HOPE VI Revitalization	\$0.00	
d) HOPE VI Demolition	\$0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,182,451.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$298,158.00	
g) Resident Opportunity and Self-Sufficiency Grants	\$85,000.00	
h) Community Development Block Grant	\$0.00	
i) HOME	\$0.00	
Other Federal Grants (list below)		
Senior Service Coordinator Grant	\$87,000.00	
Project Development Grant	\$402,000.00	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
RI43P00270798	\$1,100,000.00	Project Development
RI43P00270899	\$1,803,000.00	Project Development
RI43DEP02197	\$75,000.00	Drug Elimination Program
RI43DEP02198	\$326,098.00	Drug Elimination Program
RIDEP02199	\$249,000.00	Drug Elimination Program
Ross Grant(recently announced)	\$150,000.00	Job Training & Employment
3. Public Housing Dwelling Rental Income	\$2,542,860.00	
4. Other income (list below)		
Interest Income	\$108,484.00	
Other (tenant charges, laundry, etc.)	\$109,394.00	
4. Non-federal sources (list below)		
Energy Performance Contract	\$1,640,000.00	
Total resources	\$15,444,095.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (state number) 10
When families are within a certain time of being offered a unit: (state time)
Other: (describe) Citizenship

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping
Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
Sub-jurisdictional lists
Site-based waiting lists
Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
PHA development site management office
Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

I. The Pawtucket Housing Authority does not intend to operate site-based Waiting list in the coming year. This section will be skipped.

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. ___ Yes ___ No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - One
 - Two
 - X Three or More
- b. ___ Yes X No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: The applicants for the family developments only have two choices.

(4) Admissions Preferences

- a. Income targeting:
___ Yes X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
X Emergencies

- ☒ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☒ Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. ☒ Yes ___ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection (5))
- Occupancy**

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ___ ☒ Veterans and veterans' families
- ___ Residents who live and/or work in the jurisdiction
- ___ Those enrolled currently in educational, training, or upward mobility programs
- ___ Households that contribute to meeting income goals (broad range of incomes)
- ___ Households that contribute to meeting income requirements (targeting)
- ___ Those previously enrolled in educational, training, or upward mobility programs
- ___ Victims of reprisals or hate crimes
- ___ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

☒ Date and Time; November 1, 1999 The Pawtucket Housing Authority Up-Dated Preferences. Please refer to “Other Preferences”

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing

Homelessness
High rent burden

Other preferences (select all that apply)

- "1" Working families and those unable to work because of age or disability
"1" Veterans and veterans' families
"1" Residents who live and/or work in the jurisdiction
Those enrolled currently in educational, training, or upward mobility programs
Households that contribute to meeting income goals (broad range of incomes)
Households that contribute to meeting income requirements (targeting)
Those previously enrolled in educational, training, or upward mobility programs
Victims of reprisals or hate crimes
Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- X The PHA-resident lease
X The PHA's Admissions and (Continued) Occupancy policy
X PHA briefing seminars or written materials
Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- X At an annual reexamination and lease renewal
X Any time family composition changes
At family request for revision
Other (list)

(6) Deconcentration and Income Mixing

a. X Yes ___ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☒ Yes ___ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site-based waiting lists

If selected, list targeted developments below:

☒ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

I. 560 Prospect Heights

II. Galego Court

III. Burns Manor

IV. Fogarty Manor

V. Kennedy Manor

VI. St. Germain

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. ☒ Yes ___ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☒ Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

☒ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

☒ Other (list below) Adoption of Flat Rents

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

☒ List (any applicable) developments below:

VII. 560 Prospect Heights

VIII. Galego Court

IX. Burns Manor

X. Fogarty Manor

XI. Kennedy Manor

XII. St. Germain

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

☐

Not applicable: results of analysis did not indicate a need for such efforts

☐

List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

☒

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

b. ☒ Yes ___ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ___ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ___ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity

☒

Other (describe below): Names and addresses of former landlords.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

☒

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒

PHA main administrative office

Other (list below)

(3) Search Time

a. ☒ Yes ___ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

- I. If the applicant requires a large 4 or 5 bedroom unit.*
- II. Handicapped and disabled individuals/families are also given extensions.*
- III. If families can document their inability to find a unit.*

(4) Admissions Preferences

a. Income targeting

___ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ___ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

X Date and Time: *November 1, 1999*

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

“1” Working families and those unable to work because of age or disability
“1” Veterans and veterans’ families
“1” Residents who live and/or work in your jurisdiction
Those enrolled currently in educational, training, or upward mobility programs
Households that contribute to meeting income goals (broad range of incomes)
Households that contribute to meeting income requirements (targeting)
Those previously enrolled in educational, training, or upward mobility programs
Victims of reprisals or hate crimes
Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

X Date and time of application
Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

X This preference has previously been reviewed and approved by HUD
The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

The PHA applies preferences within income tiers
X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

☒ The Section 8 Administrative Plan
Briefing sessions and written materials
Other (list below)

- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

☒ Through published notices
☒ Other (list below)
Notice to social service agencies who target special admissions for Special Purpose Section 8 Assistance Programs.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

- a. Use of discretionary policies: (select one)

☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

- b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

\$0
☒ \$1-\$25

\$26-\$50

2. ___ Yes X No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ___ Yes X No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply): N/A

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

X Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

X For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☒ Market comparability study
- ☒ Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- ☒ Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below): During recertification.

g. ____ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

At or above 90% but below 100% of FMR

100% of FMR

☒ Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

The PHA has chosen to serve additional families by lowering the payment standard

Reflects market or submarket

Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

☒ Reflects market or submarket

☒ To increase housing options for families

Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

☒ Annually

Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

☒ Success rates of assisted families

☒ Rent burdens of assisted families

☒ Other (list below): Based on rent reasonableness survey of unassisted rental units.

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

\$0

☒ \$1-\$25

\$26-\$50

b. ____ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

An organization chart showing the PHA's management structure and organization is attached.

☒ A brief description of the management structure and organization of the PHA follows:

Organization of Agency

The agency is organized under the executive office and five main divisions, as reflected below.

- ☐ **Property Management.** This division is headed by a Director of Housing. The division is responsible for the day-to-day operations of the agency's owned-rental housing, i.e. conventional housing (1,087 units). Functions include: re-certification, rent collections, work order intake, routine and preventive maintenance, annual unit inspections, etc.
- ☐ **Finance.** This division is responsible for all accounting, procurement, payroll and general services. The division is headed by a Director of Finance.
- ☐ **Construction and Modernization.** The division is responsible for the management of the agency's capital program, from design to oversight of general contractors. This division is lead by a Modernization Coordinator.
- ☐ **Resident Services.** This division is headed by a Director of Resident Services. The division is responsible for designing resident programs for the family and senior/handicapped developments and seeking grants to establish on-site resident service programs.
- ☐ **Leased Housing.** This department is responsible for administering the Section 8 Tenant-Based Housing Program. This department is not only responsible for management of the waiting list, rent calculations, housing quality standard inspections, and lease-up; but also, developing and implementing innovative strategies and policies in areas such as: portability/mobility; enhancing housing opportunities; rental market analysis; owner education and outreach efforts; community relationships; as well as other creative approaches to ensure the program's success. The Chief of Rental Assistance manages this department.

B. HUD Programs Under PHA Management

– List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1003 occupied units	250
Section 8 Vouchers	288	10%
Section 8 Certificates	375	10%
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	75	10%
Public Housing Drug Elimination Program (PHDEP)	680	
Other Federal Programs(list individually)	523	

C. Management and Maintenance Policies

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Code of Rules and Regulations of the Housing Authority of the City of Pawtucket, Rhode Island

(2) Section 8 Management: (list below)

Code of Rules and Regulations of the Housing Authority of the City of Pawtucket, Rhode Island

Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☒ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

☒ PHA main administrative office
PHA development management offices
Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

☒ PHA main administrative office
Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment. *Please refer to attachments.*

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ___ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

☒ The Capital Fund Program 5-Year Action Plan is provided below: *(Please refer to the CFP optional 5 Year Action Plan in the Table Library).*

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

___ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: 560 Prospect Street

2. Development (project) number: RI00201

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☐ Activities pursuant to an approved Revitalization Plan underway

X Yes ___ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

X Yes ___ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

X Yes ___ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ___ Yes X No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

___ Yes X No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <u>X</u> Disposition ___
3. Application status (select one) Approved ___

Submitted, pending approval <input type="checkbox"/>
Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: <u>To be determined.</u>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☒ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/>

Planned application _____
4. Date this designation approved, submitted, or planned for submission: <u>(Nov. 1998)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan (1998) Revision of a previously-approved Designation Plan?
6. Number of units affected: <u>364 units</u>
7. Coverage of action (select one) _____ Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ____ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

____ Yes ____ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☒ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

No- will skip toward component 12

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: <i>Scattered Site</i>
1b. Development (project) number: <i>RI43p002016</i>
2. Federal Program authority: HOPE I <input checked="" type="checkbox"/> 5(h) Turnkey III Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) Approved; included in the PHA’s Homeownership Plan/Program <input checked="" type="checkbox"/> Submitted (March), pending approval Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <i>(3/21/2001)</i>
5. Number of units affected: <i>20</i>
6. Coverage of action: (select one) Part of the development <input checked="" type="checkbox"/> Total development

Selection for 5 H Homeownership Program

Each applicant shall be assigned an appropriate place on the waiting list in sequence based upon the date and time of application as well as the following priorities:

Preference will be given to residents occupying Public Housing Units that have an income of \$15,000 or more annually. The second preference for occupancy will be given to families with income of less than \$15,000.00 annually, who's income with a 2 or 3 year time frame will reach or exceed the minimum threshold for the sale of property. However, no priority will be given unless the resident has demonstrated a timely payment of rents (payment history) and has also demonstrated acceptable housekeeping practices. Acceptable housekeeping practices will be determined by using the accepted form used by the Housing Authority in making their yearly inspection of Occupied Dwelling Units. The exteriors should be maintained in a clean, safe and sanitary manner, and be in conformity with adjoining properties that are maintained by private owners within the neighborhood.

All criteria above being equal, residents actively participating in job training and or other self-sufficiency programs will be given additional preferences.

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☐ Yes ☒ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA established eligibility criteria

☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Head Start Pre-school/Child Care Program (assistance for parents in training or working)</i>	45	<i>PHA resident in training or working</i>	<i>Galego Court</i>	<i>PHA resident in training or working</i>
<i>Boys & Girls Club After-School Program for Youth (assistance for parents in training or working)</i>	300	<i>PHA resident in training or working</i>	<i>Galego Court 560 Prospect Street</i>	<i>PHA resident in training or working</i>
<i>GED Classes</i>	20	<i>PHA resident</i>	<i>Galego Court 560 Prospect Street</i>	<i>PHA resident</i>
<i>ESL Classes</i>	20	<i>PHA resident</i>	<i>Galego Court</i>	<i>PHA resident</i>
<i>YMCA – Job Development</i>	30	<i>PHA resident</i>	<i>Galego Court 560 Prospect Street</i>	<i>PHA resident</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 2002)
Public Housing	20	39
Section 8	69	53

- b. X Yes ___ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☒ Analysis of cost trends over time for repair of vandalism and removal of graffiti

- Resident reports
- PHA employee reports
- X Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

- I. 560 Prospect Street
- II. Galego Court
- III. John F. Kennedy Housing for the Elderly

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- X Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- X Crime Prevention Through Environmental Design
- X Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

- IV. 560 Prospect Street
- V. Galego Court
- VI. John F. Kennedy Housing for the Elderly

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- X Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
- X Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

- VII. 560 Prospect Street
- VIII. Galego Court

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename:)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Code of Rules and Regulations of the Housing Authority of the City of Pawtucket, Rhode Island

Please Note: *The Housing Authority of the City of Pawtucket will comply with the requirements set forth within HUD's Interim Rule 24.C.F.R. 903.7 (n). According to the new law, all residents are allowed to have one or more pets, under reasonable conditions. Such conditions will include: a nominal fee to cover extra costs; a pet deposit to cover extraordinary costs; restrictions on the number and type of pets; and limits based upon the type of building.*

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

Code of Rules and Regulations of the Housing Authority of the City of Pawtucket, Rhode Island

Affirmative Action

Equal Employment Opportunity

9-1. Preamble.

9-2. Effect of policy; implementation; responsibilities of carrying out policy.

9-3. Responsibilities of Affirmative Action Program Supervisor and other Authority officials.

9-4. Publicizing Affirmative Action Program.

9-5. Hiring; placement; evaluation of promotional requirements.

9-6. Training and education.

9-7. Program evaluation.

9-8. Leased Housing Division.

Minority Business and Women's Enterprises

9-9. Policy Statement

9-10. Objectives of program.

- 9-11. MBE numerical goal.
- 9-12. Procedures to obtain goals.
- 9-13. Record keeping and reviews.
- 9-14. Implementation officer.

The Housing Authority of the City of Pawtucket certifies that it will carry out its plan in conformity with civil rights, fair housing and other federal laws that forbid discrimination on the basis of race, color, religion, sex, national origin, familial status or disability.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ___ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ___ No: Was the most recent fiscal audit submitted to HUD?
3. ___ Yes ___ No: Were there any findings as the result of that audit?
4. ___ Yes ___ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
5. ___ Yes ___ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ___ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable
 Private management
☒ Development-based accounting
 Comprehensive stock assessment
 Other: (list below)
3. ___ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☒ Attached an Attachment (File name)
Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
Candidates were nominated by resident and assisted family organizations
☒ Candidates could be nominated by any adult recipient of PHA assistance
☒ Self-nomination: Candidates registered with the PHA and requested a place on ballot
Other: (describe)
- b. Eligible candidates: (select one)
☒ Any recipient of PHA assistance
☒ Any head of household receiving PHA assistance
☒ Any adult recipient of PHA assistance
Any adult member of a resident or assisted family organization
Other (list)
- c. Eligible voters: (select all that apply)
All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
Representatives of all PHA resident and assisted family organizations
Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: **City of Pawtucket**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

During the development of the Five Year and One Year Plan jurisdiction officials from the City Planning Department met with Housing Authority staff and reviewed the plan. In addition, jurisdiction officials from the Planning Department also attended one of the PHA's public meetings.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

COMMUNITY SERVICE REQUIREMENTS

To: All Pawtucket Housing Authority Residents

The Department of Housing and Urban Development (HUD) has mandated that as of April 1, 2001 all Housing Authority residents between the ages of 18 and 62 who are not currently employed, need to fulfill a mandatory 8 hours of community service per month to avoid eviction proceedings.

If you are a Pawtucket Housing Authority resident, between the ages of 18 and 62, and not working, the 8 hours of community service could be fulfilled by any education classes, employment training, or volunteering. The following list can be used as ideas or suggestions for who to contact to provide community service:

The new PHA Ross Living Skills/Job Training Coordinator: (725-9113)

Education: GED Classes, ESL Classes, college classes...

URI: on-site educational classes at Galego Court and 560 Prospect Heights

Employment readiness/training programs

Community service: Hospitals

Churches

Salvation Army

Community Agencies

If an individual is not able to work due to a disability/health situation, documentation from a doctor needs to be provided in order to excuse the individual from this requirement.

The enclosed form needs to be filled out for each member of the household who falls into this age group (18-62) and returned to the development manager by July 5, 2001. You will need to fill out this form every three months.

Failure to provide this 8 hour per month community service requirement or documentation, will result in eviction proceedings. Any person committing fraud will also be subject to eviction.

If you need more information, development meetings will be held to answer all questions and provide suggestions where residents might look for community service hours. All meetings will take place in the development's community center.

Public Housing Drug Elimination Program Plan

General Information/History

A. Amount of PHDEP Grant \$249,000.

B. Eligibility type (Indicate with an "x") N1 X (PHA) N2 ___ R ___

C. FFY in which funding is requested FFY 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long.

The Pawtucket Housing Authority will use a comprehensive security and prevention-based approach to attack the problem of drug related crime. Police patrols will be used to eliminate drug activity in the developments of Galego Court and 560 Prospect Street. A comprehensive drug prevention and outreach program will continue to be funded to further provide youth and adults with educational and other organized prevention programs.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted, the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Area	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Galego Court	164	456 (targeted)
560 Prospect Height	292	789 (targeted)

A. Duration of Program

6 Months ___ 12 Months ___ - 18 Months ___

24 Months X Other ___

PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Funding Balance as of Date of this	Grant Extensions or Waivers	Anticipated Completion Date

			Submission		
FY 1995	\$297,300.	RI43DEP 0020195	- 0 -	None	Completed
FY 1996	\$329,700.	RI43DEP 0020196	- 0 -	“GE”	Completed
FY 1997	\$326,100.	RI43DEP 0020197	- 0 -	“GE”	Completed
FY 1998	\$326,098.	RI43DEP 0020198	- 0 -	None	Completed
FY 1999	\$239,075.	RI43DEP 0020199	- 0 -	None	2/1/02
FY 2000	\$249,000.	RI43DEP 00201200	\$249,000.	None	2/1/02

Section 2: PHDEP Plan Goals and Budget

PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

Goal I: To continue to provide local law enforcement services, above base line services, in order to ensure extended law enforcement efforts to reduce drug trafficking.

Goal II: To implement the Adult/Youth Substance Abuse Prevention Component to encourage residents' personal development. By increasing the residents' sense of self worth, individuals will become capable of moving toward a more stable lifestyle, away from drugs. Coordinated with various community agencies, such as the Boys & Girls Club, the Adult/Youth Prevention Components will provide job opportunities, educational classes/workshops, recreational and prevention activities. This component will be in accordance with the Rhode Island Family Independence Act of 1996 and the Personal Responsibility and Work Opportunity Reconciliation Act passed by Congress in 1996, Welfare Reform Legislation.

A. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	\$65,000.
9120 – Security Personnel	\$46,200.
9130 – Employment of Investigators	

9140 – Voluntary Tenant Patrol	
9150 – Physical Improvements	
9160 – Drug Prevention	\$137,800.
9170 – Drug Intervention	
9180 – Drug Treatment	
9190 – Other Program Costs	
Total PHDEP Funding	\$249,000.

A. PHDEP Plan Goals and Objectives

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise-not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 Reimbursement of Law Enforcement: To maintain the extension of police coverage, above local base-line services, which was established in 1993 as a result of the award of the Authority's first Drug Elimination Program.

9160 Drug Prevention To maintain on -site youth programming which will address substance abuse prevention through a range of youth activities; resident outreach and drug prevention awareness programs. To provide a range of educational programs that will enhance the basic skills of adults and youth of the PHA.

9110 – Reimbursement of Law Enforcement				Total PHDEP Funding: \$65,000.		
Goal(s):	To continue to provide local law enforcement services, above base line services, in order to continue the PHA’s law enforcement efforts to reduce drug trafficking.					
Objectives:	To maintain the low incidents of drug trafficking within the developments.					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	Other Funding (Amount Source)	Performance Indicators
1. Law Enforcement Service(above base-line services)	1,245	Galego Court 560 Prospect St.	2/2002	2/2003	\$130,000.	Police Logs Police Statistics, i.e. arrests by dev.

9120 – Security Personnel				Total PHDEP Funding: \$46,200.		
Goal(s):	To oversee the Pawtucket Housing Authority’s resident housing safety and security programs, and to assist in the coordination and implementation of the overall security plan.					
Objectives:	To ensure that each aspect of the security and safety programs are kept up to date, and that security related equipment is functioning properly.					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	Other Funding (Amount Source)	Performance Indicators
1) To hire a Director of Security who will implement the PHA Security Plan.	Family Developments: 1296 Elderly/Disabled Developments: 644	Family Developments and Elderly/Disabled Developments	2/2000	2/2001		Position Filled

Please see the attached security plan in the appendix of this annual plan for further information.

9160 – Drug Prevention			Total PHDEP Funding: \$ 137,800.			
Goal(s):	To maintain and hire staff to effectively coordinate drug elimination programs.					
Objectives:	To ensure that drug elimination funding is appropriately drawn down and implemented in a timely manor.					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	Other Funding (Amount Source)	Performance Indicators
1) To contract out to a local community service volunteer organization in order to address community service requirements.	Family Developments: 1,296	Family Developments	2/2000	2/2001	PHDEP \$25,000.	Contract

2) To hire two service coordinators for the family developments.	Family Developments: 1,296 Elderly /Disabled Developments: 644	Family Developments and Elderly/Disabled Developments	2/2001	2/2002	PHDEP 2001 \$88,440 Ross Funds	Position Filled
3) To maintain the grants coordinator in order to monitor programs.	Family Developments: 1,296 Elderly /Disabled Developments: 644		4/2001	4/2003	PHDEP 2001 \$24,360.	Continuation of Position
4) To conduct five (5), eight (8) week computer literacy and basic academic skills training sessions for adults and teens.	20	Adults Teens	1/2001	2/2002	PHDEP 2000 - Capitol Improvement Funds	Scheduled Classes Class Curriculum Class Attendance Sheet Class Pre and Post Testing
5) To provide continuous computer training for children enrolled in Boys & Girls Prospect St. Homework Club.	60	Boys & Girls (6-17)	1/2001	2/2002	PHDEP 2000 - Capitol Improvement Fund	Scheduled Classes Class Curriculum Class Attendance Sheet Class Pre and Post Testing
6) To monitor the computer laboratory.	Dev.	Adults Teens Youth	On-going	On-going	PHDEP 2000 - Capitol Improvement Fund	Procedures Documented

7) To introduce participants to Microsoft Word, with an initial emphasis on word processing and typing and Excel.	60	Adults Teens Youth	1/2001	2/2002	PHDEP 2000 - Capitol Improvement Fund	Scheduled Classes Class Curriculum Class Attendance Sheet Class Pre and Post Testing
8) To introduce participants to using the Internet.	60	Adults Teens Youth	1/2001	2/2002	PHDEP 2000 - Capitol Improvement Fund	Scheduled Classes Class Curriculum Class Attendance Sheet Class Pre and Post Testing
9) To have participants use educational software designed for grad levels 3-12, for guided study in parenting skills, life and job skills, math fundamentals or reading.	50	Youth Teens	1/2001	2/2002	PHDEP 2000 - Capitol Improvement Fund	Scheduled Classes Class Curriculum Class Attendance Sheet Class Pre and Post Testing
10) To have participants use PLATO for their own independent course work.	50	Youth Teens	1/2001	2/2002	PHDEP 2000 - Capitol Improvement Fund	Course Work Curriculum

11) To have a graduation ceremony to acknowledge the participant's achievement.	50-100	Adult Teens Youth	1/2001	2/2002	PHDEP - 2000 Capitol Improvement Fund	Certificate of Achievement
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Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals) the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds by Activity	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g. Budget Line Item #9120</i>	<i>Activities 1,3</i>		<i>Activity 2</i>	
9110			100%	\$65,000.
9120			100%	\$46,200.
9130				
9140				
9150				
9160			100%	\$137,800.
9170				
9180				
9190				
TOTAL			100%	\$249,000.

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the "PHA Certification of Compliance with the PHA Plan and Related Regulations."

D. Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number **RI43P00250201** FFY of Grant Approval: **9/30/2001**

X Original Annual Statement

Line No	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$272,623.00
4	1410 Administration	\$45,000.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$147,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	\$100,000.00
10	1460 Dwelling Structures	\$1,230,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	\$60,000.00
14	1495.1 Relocation Cost	
15	1490 Replacement Reserve	
16	1498 Mod Used for Development	
17	1502 Contingency	\$20,754.00
18	Amount of Annual Grant (Sum of lines 2-17)	\$1,875,377.00
19	Amount of line 18 Related to LBP Activities	
20	Amount of line 18 Related to Section 504 Compliance	\$500,000.00
21	Amount of line 18 Related to Security	\$321,947.00
22	Amount of line 18 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide Activities			
HA-Wide Management Improvements			
	Resident Services Programs	1408	79,000.00
	Resident Service Grant Manager	1408	35,676.00
	Security Program	1408	126,947.00
	Assisted Living study	1408	25,000.00
	Computer Software & Training		6,000.00
	Total 1408:		\$272,623.00
HA-Wide Administration	Salaries	Total 1410:	\$45,000.00
Other A&E Fees	Achitectural Fees	1430	60,000.00
	Contract Fees	1430	87,000.00
	Total 1430:		\$147,000.00
HA-Wide Non-Dwelling Structures	Maint Garage & Warehouse		25,000.00
	Total 1470:		\$25,000.00
HA-Wide Non-Dwelling Equipment	Computer Hardware & Software	1475	10,000.00
	Security Equipment	1475	50,000.00
	Total 1475:		\$60,000.00

Development Activities (Family)			
RI 2-1R			
560 Prospect Street	Kitchen Improvements	1460	90,000.00
	Security Improvements	1460	30,000.00
	Total:		\$120,000.00
RI 2-2	Roadway & Walkway Improvements	1450	50,000.00
Galego Court	Recreation Improvements	1450	50,000.00
	Security Improvements	1460	25,000.00
	Total:		\$125,000.00
RI 2			
Scattered Sites	Interior Improvements	1460	20,000.00
	Exterior Improvements	1460	25,000.00
	Total:		\$45,000.00
Development Activities (Senior/Handicapped)	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
RI 2-3/5			
Kennedy Manor	Interior Improvements	1460	325,000.00
	Security Improvements	1460	30,000.00
	Total:		\$355,000.00
RI 2-4			
Fogarty Manor	Interior Improvements	1460	125,000.00
	Security Improvements	1460	5,000.00
	Total:		\$130,000.00
RI 2-7.1			
St. Germain Manor	Common area Improvements	1460	500,000.00
	Security Improvements	1460	50,000.00
	Total:		\$550,000.00
RI 2-7.2			
Burns Manor	Security Improvements	1460	\$5,000.00
	Total:		\$5,000.00

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
Resident Services Programs	3/31/03	9/30/04
Resident Service Coordinator	3/31/03	9/30/04
Security Program	3/31/03	9/30/04
Assisted Living study	3/31/03	9/30/04
Computer Software & Training	3/31/03	9/30/04
Salaries	3/31/03	9/30/04
Achitectoral Fees	3/31/03	9/30/04
Contract Fees	3/31/03	9/30/04
Maint Garage & Warehouse	3/31/03	9/30/04
RI 2-1R	3/31/03	
560 Prospect Street	3/31/03	9/30/04
	3/31/03	
RI 2-2	3/31/03	
Galego Court	3/31/03	9/30/04
	3/31/03	
RI 2-3/5	3/31/03	
Kennedy Manor	3/31/03	9/30/04
	3/31/03	
RI 2-4	3/31/03	
Fogarty Manor	3/31/03	9/30/04
	3/31/03	
RI 2-7.1	3/31/03	
St. Germain Manor	3/31/03	9/30/04
RI 2-7.2		
Burns Manor	3/31/03	9/30/04
	3/31/03	
RI 2-	3/31/03	
Scatered Sites	3/31/03	9/30/04

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or PHA Wide)	Number Vacant Units	% Vacancies In Development
<u>RI 2-1 R</u>	<u>560 Prospect Heights</u>		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
<u>Work Statement for Year 1</u>			FFY: '01
Kitchen Improvements		90,000.00	
Security Improvements		30,000.00	
Subtotal:		\$120,000.00	
<u>Work Statement for Year 2</u>			FFY: '02
Site Work & Landscaping		10,000.00	
Subtotal:		\$10,000.00	
<u>Work Statement for Year 3</u>			FFY: '03
Site Work		10,000.00	
Security Improvements		10,000.00	
Subtotal:		\$20,000.00	
<u>Work Statement for Year 4</u>			FFY: '04
Family Investment Center		200,000.00	
Subtotal:		\$200,000.00	
<u>Work Statement for Year 5</u>			FFY: '05
Roof Replacement		360,000.00	
Subtotal:		\$360,000.00	
Total Estimated Cost Over Next 5 Years		\$710,000.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or PHA Wide)	Number Vacant Units	% Vacancies In Development
<u>RI 2-2</u>	<u>Galego Court</u>		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
<u>Work Statement for Year 1</u>			FFY: '01
Roadway & Walkway Improvements		50,000.00	
Recreation Improvements		50,000.00	
Security Improvements		25,000.00	
Subtotal:		\$125,000.00	
<u>Work Statement for Year 2</u>			FFY: '02
Site Work		10,000.00	
Security Improvements		10,000.00	
Subtotal:		\$20,000.00	
<u>Work Statement for Year 3</u>			FFY: '03
Subtotal:		\$0.00	
<u>Work Statement for Year 4</u>			FFY: '04
Interior Improvements		150,000.00	
Subtotal:		\$150,000.00	
<u>Work Statement for Year 5</u>			FFY: '05
Interior Improvements		150,000.00	
Roof Replacement (Wood Buildings)		40,000.00	
Subtotal:		\$190,000.00	
Total Estimated Cost Over Next 5 Years		\$485,000.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or PHA Wide)	Number Vacant Units	% Vacancies In Development
<u>RI 2-3/5</u>	Kennedy Manor		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
<u>Work Statement for Year 1</u>			FFY: '01
Interior Improvements		325,000.00	
Security Improvements		30,000.00	
Subtotal:		\$355,000.00	
<u>Work Statement for Year 2</u>			FFY: '02
Elevator Improvements		250,000.00	
Security Improvements		5,000.00	
Subtotal:		\$255,000.00	
<u>Work Statement for Year 3</u>			FFY: '03
Fire Supression System		250,000.00	
Common Area Improvements		150,000.00	
Subtotal:		\$400,000.00	
<u>Work Statement for Year 4</u>			FFY: '04
Unit Modifications		125,000.00	
Subtotal:		\$125,000.00	
<u>Work Statement for Year 5</u>			FFY: '05
Unit Modifications		300,000.00	
Subtotal:		\$300,000.00	
Total Estimated Cost Over Next 5 Years			

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or PHA Wide)	Number Vacant Units	% Vacancies In Development
RI 2-4	Fogarty Manor		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
<u>Work Statement for Year 1</u>			FFY: '01
Interior Improvements		125,000.00	
Security Improvements		5,000.00	
Subtotal:		\$130,000.00	
<u>Work Statement for Year 2</u>			FFY: '02
Elevator Improvements		250,000.00	
Security Improvements		5,000.00	
Subtotal:		\$255,000.00	
<u>Work Statement for Year 3</u>			FFY: '03
Fire Supression System		375,000.00	
Common Area Improvements		150,000.00	
Subtotal:		\$525,000.00	
<u>Work Statement for Year 4</u>			FFY: '04
Unit Modifications		175,000.00	
Subtotal:		\$175,000.00	
<u>Work Statement for Year 5</u>			FFY: '05
Unit Modifications		360,000.00	
Subtotal:		\$360,000.00	
Total Estimated Cost Over Next 5 Years		\$1,445,000.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or PHA Wide)	Number Vacant Units	% Vacancies In Development
<u>RI 2-7.1</u>	<u>St. Germain Manor</u>		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date(HA Fiscal Year)
<u>Work Statement for Year 1</u>			FFY: '01
Common area Improvements		500,000.00	
Security Improvements		50,000.00	
Subtotal:		\$550,000.00	
<u>Work Statement for Year 2</u>			FFY: '02
Elevator		125,000.00	
Subtotal:		\$125,000.00	
<u>Work Statement for Year 3</u>			FFY: '03
Unit Modifications		175,000.00	
Subtotal:		\$175,000.00	
<u>Work Statement for Year 4</u>			FFY: '04
Subtotal:		\$0.00	
<u>Work Statement for Year 5</u>			FFY: '05
Roof Replacement		120,000.00	
Subtotal:		\$120,000.00	
Total Estimated Cost Over Next 5 Years		\$970,000.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or PHA Wide)	Number Vacant Units	% Vacancies In Development
<u>RI 2-7.2</u>	<u>Burns Manor</u>		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
<u>Work Statement for Year 1</u> Security Improvements		5,000.00	FFY: '01
Subtotal:		\$5,000.00	
<u>Work Statement for Year 2</u> Common Area Improvements Elevator		500,000.00 110,000.00	FFY: '02
Subtotal:		\$610,000.00	
<u>Work Statement for Year 3</u> Unit Modifications		175,000.00	FFY: '03
Subtotal:		\$175,000.00	
<u>Work Statement for Year 4</u>			FFY: '04
Subtotal:		\$0.00	
<u>Work Statement for Year 5</u> Roof Replacement		120,000.00	FFY: '05
Subtotal:		\$120,000.00	
Total Estimated Cost Over Next 5 Years		\$910,000.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or PHA Wide)	Number Vacant Units	% Vacancies In Development
RI 2-16	Scattered Sites		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Work Statement for Year 1			FFY: '01
Interior Improvements		20,000.00	
Exterior Improvements		25,000.00	
Subtotal:		\$45,000.00	
Work Statement for Year 2			FFY: '02
Interior Improvements		25,000.00	
Exterior Improvements		30,000.00	
Subtotal:		\$55,000.00	
Work Statement for Year 3			FFY: '03
Interior Improvements		15,000.00	
Exterior Improvements		20,000.00	
Subtotal:		\$35,000.00	
Work Statement for Year 4			FFY: '04
Interior Improvements		25,000.00	
Exterior Improvements		30,000.00	
Subtotal:		\$55,000.00	
Work Statement for Year 5			FFY: '05
Interior Improvements		25,000.00	
Exterior Improvements		30,000.00	
Subtotal:		\$55,000.00	
Total Estimated Cost Over Next 5 Years		\$245,000.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or PHA Wide)	Number Vacant Units	% Vacancies In Development
Management Improvements			
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Work Statement for Year 1			FFY: '01
HA-Wide Management Improvements 1408	Resident Services Programs	79,000.00	
	Resident Service Grant Manager	35,676.00	
	Security Program	126,947.00	
	Assisted Living study	25,000.00	
	Computer Software & Training	6,000.00	
	SUBTOTAL	272,623.00	
Work Statement for Year 2			FFY: '02
	Resident Services Programs	79,000.00	
	Resident Service Grant Manager	35,676.00	
	Security Program	126,947.00	
	Computer Software & Training	6,000.00	
	Maintenance System Improvements	25,000.00	
	SUBTOTAL	272,623.00	
Work Statement for Year 3			FFY: '03
	Resident Services Programs	79,000.00	
	Resident Service Grant Manager	35,676.00	
	Security Program	126,947.00	
	Maintenance System Improvements	25,000.00	
	Computer Software & Training	6,000.00	
	SUBTOTAL	272,623.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or PHA Wide)	Number Vacant Units	% Vacancies In Development	
	<u>Management Improvements</u>			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Work Statement for Year 4				FFY: '04
	Resident Services Programs		79,000.00	
	Resident Service Grant Manager		35,676.00	
	Security Program		126,947.00	
	Computer Software & Training		6,000.00	
	SUBTOTAL		247,623.00	
Work Statement for Year 5				FFY: '05
	Resident Services Programs		79,000.00	
	Resident Service Grant Manager		35,676.00	
	Security Program		126,947.00	
	Computer Software & Training		6,000.00	
	SUBTOTAL		247,623.00	
Total Estimated Cost Over Next 5 Years			\$1,313,115.00	

Optional 5-Year Action Plan Tables					
Development Number	Development Name (or PHA Wide)	Number Vacant Units	% Vacancies In Development		
	<u>PHA WIDE</u>				
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date (HA Fiscal Year)
HA-Wide Administration 1410 <u>Work Statement for Year 1</u> Salaries				45,000.00	FFY: '01
<u>Work Statement for Year 2</u> Salaries				45,000.00	FFY: '02
<u>Work Statement for Year 3</u> Salaries				45,000.00	FFY: '03
<u>Work Statement for Year 4</u> Salaries				45,000.00	FFY: '04
<u>Work Statement for Year 5</u> Salaries				45,000.00	FFY: '05
Total Estimated Cost Over Next 5 Years				\$225,000.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or PHA Wide)	Number Vacant Units	% Vacancies In Development
	<u>PHA WIDE</u>		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
HA-Wide			
OTHER A&E FEES 1430			
<u>Work Statement for Year 1</u>			FFY: '01
Achitectural Fees		60,000.00	
Contract Fees		87,000.00	
SUBTOTAL		147,000.00	
<u>Work Statement for Year 2</u>			FFY: '02
Achitectural Fees		60,000.00	
Contract Fees		87,000.00	
SUBTOTAL		147,000.00	
<u>Work Statement for Year 3</u>			FFY: '03
Achitectural Fees		60,000.00	
Contract Fees		87,000.00	
SUBTOTAL		147,000.00	
<u>Work Statement for Year 4</u>			FFY: '04
Achitectural Fees		60,000.00	
Contract Fees		87,000.00	
SUBTOTAL		147,000.00	
<u>Work Statement for Year 5</u>			FFY: '05
Achitectural Fees		60,000.00	
Contract Fees		87,000.00	
SUBTOTAL		147,000.00	
Total Estimated Cost Over Next 5 Years		\$735,000.00	

Optional 5-Year Action Plan Tables					
Development Number	Development Name (or PHA Wide)	Number Vacant Units	% Vacancies In Development		
	<u>PHA WIDE</u>				
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date (HA Fiscal Year)
HA-Wide Non-Dwelling Structures 1470 <u>Work Statement for Year 1</u> Storage Facilities				25,000.00	FFY: '01
SUBTOTAL				25,000.00	
<u>Work Statement for Year 2</u>					FFY: '02
SUBTOTAL				0.00	
<u>Work Statement for Year 3</u>					FFY: '03
SUBTOTAL				0.00	
<u>Work Statement for Year 4</u> Administration Building				475,000.00	FFY: '04
SUBTOTAL				475,000.00	
<u>Work Statement for Year 5</u>					FFY: '05
SUBTOTAL				0.00	
Total Estimated Cost Over Next 5 Years				\$500,000.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or PHA Wide) <u>PHA WIDE</u>	Number Vacant Units	% Vacancies In Development
Description of Needed Physical Improvements or Management Improvements			
HA-Wide Non-Dwelling Equipment 1475 Work Statement for Year 1		Estimated Cost	Planned Start Date (HA Fiscal Year)
Computer Hardware & Software		10,000.00	FFY: '01
Security Equipment		50,000.00	
SUBTOTAL		60,000.00	
Work Statement for Year 2			FFY: '02
Computer Hardware & Software		10,000.00	FFY: '02
Security Equipment		50,000.00	
SUBTOTAL		60,000.00	
Work Statement for Year 3			FFY: '03
Computer Hardware & Software		35,000.00	FFY: '03
Maintenance Equipment		30,000.00	
Security Equipment		20,000.00	
SUBTOTAL		85,000.00	
Work Statement for Year 4			FFY: '04
Administration Building Furnishings		75,000.00	FFY: '04
Computer Hardware & Software		10,000.00	
SUBTOTAL		85,000.00	
Work Statement for Year 5			FFY: '05
Administration Building Furnishings		75,000.00	FFY: '05
Computer Hardware & Software		10,000.00	
SUBTOTAL		85,000.00	
Total Estimated Cost Over Next 5 Years		\$375,000.00	

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

[illegible]

ATTACHMENTS

- A) RESIDENT ATTENDANCE SHEETS
- B) PHA CERTIFICATION OF COMPLIANCE
WITH PHA PLANS AND RELATED REGULATIONS
BOARD RESOLUTION TO ACCOMPANY THE PLAN
- C) CERTIFIED BY STATE OR LOCAL OFFICIAL OF
PHA PLANS OF CONSISTENCY WITH THE
CONSOLIDATED PLAN
- D) GRIEVANCE POLICY
- E) PET POLICY
- F) PHA LEASE
- G) PHA OPERATING BUDGET
- H) DECONCENTRATION POLICY
- I) CAPITAL FUND ANNUAL STATEMENT
- J) Schedule J – COMMUNITY SERVICE

**Housing Authority of the City of Pawtucket
February, 2000**